



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

APPENDICES



# Appendix 1

Letter from Acting Director Hoffman



February 1, 2016

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

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, 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.

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. Therefore, I strongly encourage your agency to continue to build upon your Affirmative Action and Equal Employment Opportunity goals by placing emphasis on recruitment, hiring, training, retention and promotion of Hispanics. 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.

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,

Michael M. Hoffman  
Acting Director



## Appendix 2

Illinois Department of Human Rights  
Hiring Monitor and Promotion Monitor Forms























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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

28

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List the position titles.

SPSA, PSA, AA II, Acct Tech II, HSC, SSPP III

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How many of the employees who vacated your agency during FY 15 were Hispanic?

1

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List the position titles.

PSA

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

40

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List the position titles.

SPSA, PSA, E1, AA II, HSC, ISA I, II, Internal Auditor, Acct. Tech. 2, Staff Development Specialist I

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How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

3

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List the position titles.

SPSA, E I, Staff Development I

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

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What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Follows contract rules and regulations.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Follows CMS rules and regulations regarding open competitive employment process.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Agency is in compliance.

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What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Department completes and circulates its annual Affirmative Action/EEO Plan to Executive and other concerned staff. Accordingly, staff actively utilizes the Plan in administering its complete HR and employee assistance functions, and to help guide its annual hiring and employee professional development and training goals.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Department will continue to utilize the CMS posting 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?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

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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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List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Department will continue to provide support training opportunities offered by Illinois Association of Hispanic State Employee (IAHSE) for IDOA staff. In addition to the CMS posting system, announce vacancies of B/L positions to organizations such as IAHSE and others to increase the diversity of qualified applicants, for all positions, not just bilingual Spanish speaking positions. The Department is also required to utilize the CMS Upward Mobility List when filling vacancies. In order to obtain the most qualified and competent bilingual Spanish speaking staff, the agency has also instituted an on-site verbal and written test.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many veterans were hired externally during the year?

2

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

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## 2016 State Hispanic Employment Plan Survey

Agency: Agriculture

Director/Secretary: Raymond Poe

Submitted: 12/14/2015 12:56:00 PM

Certification: I Agree

Individual Information: Linda Rhodes, EEO/ADA Coordinator, State Fairgrounds, PO Box 19281,  
Springfield IL 62794-9281, 217/524-9050, linda.rhodes@illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 2 | Officials and Managers     |
| 2 | Professionals              |
| 8 | 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, 2015, 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        |

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As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 2 | Officials and Managers     |
| 2 | Professionals              |
| 8 | 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

329.5

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As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Most of our Hispanic employees are in the Bureau of Meat & Poultry Inspection as Meat & Poultry Inspector Trainees and Meat & Poultry Inspectors.

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes, an Hispanic SPSA was hired by the Agency in FY15.

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Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

We intend to fill Meat and Poultry Inspector trainee positions in Cook County during FY16. This could be a good opportunity fill bilingual/Hispanic positions.

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How many Human Resources staff are there in your agency?

4

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

SPSA

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

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How many Rutan panel interviews were conducted during FY 15?

11

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

37

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List the position titles.

Office Clerk, Office Associate, Warehouse Examiner Specialist, Warehouse Examiner, Ag Land & Water Resource Specialist, Administrative Assistant 2, SPSA, Laboratory Associate 1, Meat & Poultry Inspector Supervisor, Meat & Poultry Inspector, Products & Standards Inspector, Chemist 1, Accountant

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How many of the employees who vacated your agency during FY 15 were Hispanic?

1

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List the position titles.

SPSA

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

27

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List the position titles.

Office Associate, Human Resource Specialist, SPSA, Products & Standards Inspector Trainee, Chemist 1, Warehouse Examiner, Agricultural Marketing Representative, Information Systems Analyst 2, Meat & Poultry Inspector Trainee, Laboratory Associate 1, Environmental Protection Specialist 3, Executive 2

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How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

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List the position titles.

SPSA

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

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What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

EEO Officer views all open competitive lists from CMS and sits in on all Agency Rutan interviews.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A veterans come first; try and get as many minorities after that.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

EEO Officer reviewed the Affirmative Action Plan with Senior Staff.

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What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The majority of our Hispanic employees are in the Bureau of Meat & Poultry Inspection. Our plan is to hire several Meat & Poultry Inspection Trainees in the Cook County area in FY16.

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/a

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

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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?

N/A

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List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

5

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many veterans were hired externally during the year?

8

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Agency has hired some employees off of the SD competitive list.

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## 2016 State Hispanic Employment Plan Survey

Agency: Arts Council

Director/Secretary: Tatiana Gant

Submitted: 12/8/2015 2:01:00 PM

Certification: I Agree

Individual Information: Romie Munoz, Director of Administration, 100 West Randolph Street, 312-814-8250, Romie.Munoz@Illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

- 2 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 4 Officials and Managers
- 7 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

IACA monitors and reviews the Quarterly reports submitted to the Illinois Dept of Human Rights. No positions were filled externally.

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

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Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

IACA is a small Agency of 11 full-time employees. The Agency currently has one position that is an Office Specialist that is designated to the Spanish Speaking option. With only a few number of constituents that need technical assistance in Spanish; we are able to assist their needs with staff members who speak Spanish. One of who is a senior staff member.

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How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

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List the position titles.

SPSA and PSA

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

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How many Rutan panel interviews were conducted during FY 15?

0

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

2

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List the position titles.

PSA and Office Associate

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How many of the employees who vacated your agency during FY 15 were Hispanic?

0

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List the position titles.

NA

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

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List the position titles.

NA

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How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

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List the position titles.

NA

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

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What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Personnel Manager and the EEO Officer is the same person.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Veteran's Preference take priority. If there aren't any Veterans on the list, then all grouping of A's are next.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

It is the responsibility of the Director of Administration who is also the Personnel Manager and the EEO/AA Officer to comply with the mandates of the Hispanic Plan; also completes and submits the Agency's EEO/AA Plan to the Dept of Human Rights and reviews with the Executive Director and Chief of Operations to determine underutilized categories/positions.

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What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

IACA encourages employees to attend the Illinois Association of Hispanic State Employee (IAHSE) conference which provides educational and professional development to Hispanic State Employees.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

IACA completes the EEO/AA Plan and is reviewed by senior staff. After approval, senior staff is notified of any of the underutilized categories or positions and will be addressed during the hiring process. IACA is not underutilized in any category. Quarterly reports are submitted to the Dept of Human Rights.

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

Name: No

Title: NA

Is this person an Executive senior staff member?: No

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The IACA does not have an actual liaison to the Hispanic Community however, our SPSA, PSA and the Arts Council Program Coordinator who are Hispanic will speak to groups or organizations if needed.

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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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List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

IACA employees, 75% being union employees are encouraged to participate in the Upward Mobility Program. Also, IACA employees are allowed and encouraged to participate in a variety of career enhancement programs offered by the Bureau of Training and Development.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None

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## 2016 State Hispanic Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Jodi Golden

Submitted: 12/17/2015 2:11:00 PM

Certification: I Agree

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

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 20 Officials and Managers
  - 80 Professionals
  - 9 Technicians
  - 0 Protective Service Workers
  - 35 Para-Professionals
  - 5 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

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Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

In FY15, CDB did not have any increase in the number of Hispanics employed. We continue to work towards increasing the number of Hispanic employees by working with minority groups to increase the candidate pool when jobs are posted.

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

From FY 15 to 14, there was a decrease of one Hispanic Official/Administrator.

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Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

CDB is not a service agency and has not had the need for bilingual staff. We will continue to share our job postings with Hispanic groups, especially those in the construction industry, to increase the number of Hispanic employees in our agency.

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How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

2

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

Administrator

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

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How many Rutan panel interviews were conducted during FY 15?

8

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

21

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List the position titles.

Executive I Administrator Project Manager CDB Project Technician ISS II Deputy Director  
Chief of Staff General Counsel AA I Capital Planning Liaison Assistant Deputy Director  
Contract Executive

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How many of the employees who vacated your agency during FY 15 were Hispanic?

1

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List the position titles.

AA I

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

24

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List the position titles.

Paralegal Assistant Assistant Deputy Director Technical Specialist Office Assistant, Associate,  
Coordinator, Specialist CDB Account Technician Administrator Executive Director Deputy,  
Assistant Deputy General Counsel General Counsel Internal Auditor Project Manager CDB  
Project Technician Regional Manager AAI Executive I

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How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

5

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

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What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

It is difficult to address underutilization during the open competitive hiring process. All veterans, regardless of race, must be given equal opportunity to interview for open positions. If the veterans list is exhausted, the agency generally requests a random sample of candidates from the list in order to remain in compliance with personnel rules/regulations. Again, all those who respond must be given equal consideration during the interview process. CDB would welcome any changes to



the union contract/personnel rules that would allow more flexibility in the hiring process in order to address areas of minority underutilization.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Once the blind list is received, the number of candidates on the list is evaluated. From there, every 10th name is circled and requested from CMS. More names are selected in the same manner if needed.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Minority recruitment and hiring is a priority at CDB. All administrative staff responsible for the hiring process understand the importance of adhering to the Hispanic Employment Plan. The agency is in the process of creating a Model Recruitment plan to formalize the steps the agency takes when filling a position to confirm adherence to all legislative mandates.

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What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

CDB does not have dedicated recruitment staff. The agency shares vacancies with external groups in an effort to recruit Hispanic candidates for our vacancies. The agency is in the process of creating a Model Recruitment plan to formalize the steps the agency takes when filling a position to confirm adherence to all legislative mandates.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The agency shares vacancies with external groups in an effort to recruit Hispanic candidates for our vacancies. The agency is in the process of creating a Model Recruitment plan to formalize the steps the agency takes when filling a position to confirm adherence to all legislative mandates.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

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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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List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

All union employees can participate in the Upward Mobility Program. In addition, CDB offers paid training and tuition reimbursement for all employees, regardless of union status.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

3

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made.

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## 2016 State Hispanic Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Tom Tyrrell

Submitted: 12/23/2015 8:15:00 AM

Certification: I Agree

Individual Information: Fred V. Stewart, II, EEO/AA Officer, 401 S. Spring Street, Suite 720,  
Springfield, IL 62704, (217) 558-6713, fred.stewart@illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 10 | Officials and Managers     |
| 8  | Professionals              |
| 3  | Technicians                |
| 0  | Protective Service Workers |
| 6  | Para-Professionals         |
| 3  | Office and Clerical        |
| 3  | Skilled Craft Workers      |
| 3  | Service-Maintenance        |

---

As of June 30, 2015, 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     |
| 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 282 | Officials and Managers     |
| 448 | Professionals              |
| 68  | Technicians                |
| 11  | Protective Service Workers |
| 59  | Para-Professionals         |
| 35  | Office and Clerical        |
| 315 | Skilled Craft Workers      |
| 131 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,349

---

As of June 30, 2015, 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        |
| 21 | Skilled Craft Workers      |
| 8  | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

CMS employs two PSA's three Professionals, one Para-professional and one Office and Clerical employee who receive bilingual pay supplement.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

In 2014, CMS had one PSA who received that pay supplement. In 2015 there are two PSA's, three Professionals, one Para-professional and one Office and Clerical employee who receive the supplement.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Increases will occur as the need arises and in the geographical areas in which the changes are recognized.

---

How many Human Resources staff are there in your agency?

44

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

4

---

How many Rutan panel interviews were conducted during FY 15?

111

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

34

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

167

---

List the position titles.

SPSA, PSA, Human Resources Representative, Office Administrator, Janitor, Laborer, Buyer Assistant, Building Grounds Laborer.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

8

---

List the position titles.

SPSA, PSA, Automotive Mechanic, Human Resources Representative, Office Administrator

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

127

---

List the position titles.

SPSA, PSA, Human Resources Specialist, Office Assistant, Automotive Mechanic, Janitor, Information Services Specialist, Information Systems Analyst Office Administrator

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

7

---

List the position titles.

SPSA, PSA, Information Services Specialist, Automotive Mechanic

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO Officer won't concur with a hire/promotion without the promotion or eligibility lists, when one exists. Discussions with senior staff occur as needed.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

CMS uses a manner of random selection that ensures at least some representation of candidates

from underutilized categories are in the interview pool.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO Officer won't concur with a hire/promotion without the promotion or eligibility lists, when one exists.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Diversity Enrichment Staff meets with the Hispanic Employment Counsel for guidance, as needed.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Upward Mobility Program is available for assisting employees in getting a promotion, as well as the tuition assistance program, when funds are available. The EEO Officer, Shared Services and recruiters target ethnic entities and send them hiring notices as they occur.

---

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

Name: Carlos Charneco

Title: Senior Public Service Administrator

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Schedules job fair and workshop presentations to targeted populations. Communicates with CMS and Shared Services to determine upcoming openings. Recruits for CMS Job openings at events, emails openings to community based organizations including Hispanic Alliance for Career Enhancement, National Latino Educational Institute, Instituto del Progreso Latino, LARES from UIC, Illinois Migrant Council, Latino Round Table, El Centro in Elgin, Hispanic Illinois State Law Enforcement Association, League of United Latin American Citizens. Meets with Hispanic organizations.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Upward Mobility Program 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 their own self-development.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

To recruit more Hispanics.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: George H. Sheldon, Acting

Submitted: 12/17/2015 3:45:00 PM

Certification: I Agree

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

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 56  | Officials and Managers     |
| 132 | Professionals              |
| 4   | Technicians                |
| 0   | Protective Service Workers |
| 8   | Para-Professionals         |
| 19  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|     |                            |
|-----|----------------------------|
| 38  | Officials and Managers     |
| 102 | Professionals              |
| 1   | Technicians                |
| 0   | Protective Service Workers |
| 4   | Para-Professionals         |
| 11  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 648   | Officials and Managers     |
| 1,803 | Professionals              |
| 37    | Technicians                |
| 0     | Protective Service Workers |
| 105   | Para-Professionals         |
| 289   | Office and Clerical        |
| 2     | Skilled Craft Workers      |
| 9     | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

2,670

---



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

DCFS was able to meet underutilization goals for Hispanics in all categories in FY15. Previously underutilized in the Officials/Managers and Professional categories in FY14, DCFS was able to meet underutilization goals in this category in FY15 by filling Children and Family Services Intern, Child Welfare Specialist, Child Protection Specialist, Public Service Administrator, and Technical Advisor positions with Hispanic candidates.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The number of Hispanics increased in the following categories in FY15: Officials/Managers, Technicians, and Office/Clerical. The most notable increase was in the Officials/Managers category with 23 additional Hispanics. The number of Hispanics remained the same at 8 in the Para-Professional category, and there was a slight decrease in the Professionals (decrease of 7) and Service-Maintenance (decrease of 1) categories.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Office of Employee Services and Office of Affirmative Action/Latino Services had detailed recruitment plans to recruit bilingual staff during FY15. There was a strong push that resulted in the hiring of approximately 40 new bilingual staff. The increase was lead mostly by the hiring of Children and Family Services Interns from outside the agency. This was the best way to address the shortage of bilingual staff for the Department as quickly as possible.

---

How many Human Resources staff are there in your agency?

30

---

How many of those Human Resources staff are minorities?

9

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

## Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

24

---

How many Rutan panel interviews were conducted during FY 15?

135

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

31

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

256

---

List the position titles.

Child Welfare Administrative Case Reviewer, Information Systems Analyst I, Information Systems Analyst II, Senior Public Service Administrator, Office Specialist, Office Coordinator, Office Associate, Child Protection Specialist, Child Protection Advanced Specialist, Child Welfare Specialist, Child Welfare Advanced Specialist, Children & Family Services Intern, Social Service Program Planner III, Social Service Program Planner IV, Account Technician I, Technical Advisor II, Child Welfare Nurse Specialist, Administrative Assistant I, Administrative Assistant II, Public Service Administrator, Day Care Licensing Representative II, Account Clerk II, Data Processing Specialist, Executive II, Building & Grounds Laborer, Reimbursement Officer I, Office Clerk, Storekeeper I, Storekeeper III, Information Services Specialist I, Management Operations Analyst II, Child Welfare Senior Specialist, Office Administrator III, Office Administrator IV

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

27

---

List the position titles.

Child Welfare Specialist, Child Protection Specialist, Administrative Assistant II, Account Clerk II, Storekeeper I, Children & Family Services Intern, Public Service Administrator, Office Associate, Day Care Licensing Representative II

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

201

---

List the position titles.

Child Welfare Nurse Specialist, Child Protection Specialist, Child Welfare Specialist, Children & Family Services Intern, Office Associate, Technical Advisor II, Public Service Administrator, Senior Public Service Administrator, Day Care Licensing Representative II, Office Assistant, Public Administration Intern, Data Processing Specialist, Information Services Specialist I, Office Coordinator, Account Technician I, Account Technician II, Human Resources Specialist, Reimbursement Officer I, Building & Grounds Laborer, Administrative Assistant I, Administrative Assistant II, Information Systems Analyst II, Executive Secretary I, Executive Secretary III

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

39

---

List the position titles.

Office Associate, Technical Advisor II, Children & Family Services Intern, Child Protection Specialist, Child Welfare Specialist, Public Service Administrator, Account Technician I

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer reviews all hiring monitors to review the underutilization categories and make sure minority candidates are considered for the position. The EEO Officer has reinstated the DCFS Diversity, Recruitment and Employment Committee to address underutilization and bilingual hiring. The participants on this committee include key DCFS division administrators.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Random selection is used when inviting candidates to participate in the open competitive Rutan interview process. Some factors which may influence the random selection of candidates include the underutilization needs of the position being filled, as well as the educational requirements of the position being filled.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The DCFS Burgos Consent DeCree Coordinator meets regularly with the Director to review services to Spanish-speaking families and hiring needs. In addition, the DCFS Latino Advisory Council made up of DCFS and Private Agency staff also meets with the Director to discuss hiring, recruitment and other issues and barriers which affect Spanish-speaking families and children. There is also a Burgos Compliance Workgroup Committee which meets regularly to discuss many issues, among them are retention and recruitment of bilingual Spanish Speaking workers, and the development of recruitment strategies. As a result of all these recommendations given to the Director, he discusses these issues with administrative staff who are involved in hiring, interviewing and recruiting.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Office of Employee Services (OES) provided training to staff from both the Office of Communications and the various sub offices within the Office of Affirmative Action (OAA). Power point presentations were developed to provide information on the hiring process and completing the CMS100 application. Both OES and OAA have their recruitment plans to recruit bilingual staff in key areas in the state. The DCFS Diversity, Recruitment and Employment Committee has been reinstated to address underutilization and bilingual hiring at the request of the DCFS

Director. The membership of this committee includes key DCFS Division administrators.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The OAA/Latino Services staff work closely with the Office of Employee Services on identifying recruitment activities through out the year. Latino Services staff targets Latino job fairs, community events and schedules presentations on employment with the state. The Children and Family Services Intern positions were opened by DCFS to hire graduating students without experience with Human Services degrees.

---

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

Name: Jose J. Lopez

Title: Public Service Administrator

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The Latino Services liaison works very closely with the Office of Employee Service staff on identifying recruitment activities which can be covered for recruitment purposes throughout the year. Latino Services staff target Latino job fairs, community events and does presentations to college students in the universities where Latino students attend to encourage them to consider working for DCFS. Latino Services also works closely with CMS staff to address hiring issues and on activities taking place in the community. Latino Services staff continually reviews new policy and has worked on policy related to bilingual testing, staffing and Spanish-speaking services.

---

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 Diversity, Recruitment and Employment Committee had its first meeting in December to address the recruitment of Spanish Speaking bilingual employees, and to develop and implement new outcome based strategies. The Bilingual Staffing Policy draft is being reviewed by the Office of Employee Services, Operations, and Affirmative Action to address the conversion of positions to bilingual status. The Burgos Coordinator will be provided with the Office of Employee Services vacancy report on a weekly basis in order to determine where possible bilingual positions can be added without increasing headcount.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The DCFS Latino Advisory Council annually hosts the Latino Family Institute Day where guest speakers and workshops are offered in a one day conference to better serve and provide services to the Spanish-speaking community. The DCFS Latino Advisory Council recently created a Middle and Upper Management Leadership Summit to meet twice a year. The Summit looks at DCFS Hispanic/bilingual staffing issues affecting Latino/Spanish-speaking families.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

62

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many veterans were hired externally during the year?

22

---

How many were Hispanic veterans?

1

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Council recommended DCFS hire more frontline bilingual staff. They were advised Central Management Services (CMS) is taking too long to grade the CMS100 applications. However, the agency was able to hire many new Children and Family Services Interns that were able to be filled quickly without waiting for CMS to grade traditional CMS100 applications. The Council was going to see what they could do to quicken the CMS grading process.

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## 2016 State Hispanic Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 12/8/2015 2:40:00 PM

Certification: I Agree

Individual Information: Andrew Barris, Assistant Executive Director, 607 East Adams, Suite 801, Springfield, Illinois 62701, 217 782 7373, andrew.barris@illinois.gov

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As of June 30, 2015, 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, 2015, 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, 2015, 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

No positions were filled.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

N/a

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

No positions were filled

---

How many Human Resources staff are there in your agency?

0

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

0

---

List the position titles.

n/a

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

n/a

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

n/a

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

n/a

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

No positions were filled

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

no positions were filled

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

no positions were filled

---



What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

no positions were filled

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

no positions were filled

---

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

Name: n/a

Title: n/a

Is this person an Executive senior staff member?: n/a

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

no positions were filled

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

n/a

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## 2016 State Hispanic Employment Plan Survey

Agency: Commerce and Economic Opportunity

Director/Secretary: Director James M. Schultz

Submitted: 12/17/2015 4:14:00 PM

Certification: I Agree

Individual Information: Victoria D. Benn, Agency-wide EO Compliance/Education & Training Manager, 500 East Monroe Street, R-8, Springfield, IL. 62701, 217-524-2997, Victoria.Benn@illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 9 | 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, 2015, 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     |
| 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 185 | Officials and Managers     |
| 203 | Professionals              |
| 2   | Technicians                |
| 0   | Protective Service Workers |
| 12  | Para-Professionals         |
| 4   | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 2   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

FY15 Hispanic employee summary: 9 - Officials/Administrators\* 5 - Professionals 2 - Para Professionals 1 - Office/Clerical 0 - Skilled Craft Worker 0 - Service-Maintenance \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 within the Director's Office/Local Government Initiatives was hired in the Officials/Administrators EEO job category - Region 7/084/Sangamon County \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 within the Office Regional Economic Development was hired in the Officials/Administrators EEO job category - Region 1/016/Cook County \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 was hired as Assistant Deputy Director within the Office Tourism in the Officials/Administrators EEO job category - Region 1/016/Cook County

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

|                                 |                                                    |
|---------------------------------|----------------------------------------------------|
| FY14 Hispanic employee summary: | FY15 Hispanic employee summary:                    |
| Official/Managers               | 14 -                                               |
| Professionals                   | 9 - Officials/Administrators 5 -                   |
| Professionals                   | 5 - Professionals 2 - Para                         |
| Office/Clerical                 | 2 - Para Professionals 1 -                         |
| Worker                          | 1 - Office/Clerical 0 - Skilled Craft              |
| Maintenance                     | 0 - Skilled Craft Worker 0 - Service-              |
| Hispanics                       | 0 - Service-Maintenance Officials/Administrators - |

During FY15 three (3)\* highly qualified Hispanics were hired as Senior Public Service Administrators, Opt. 1: \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 within the Director's Office/Local Government Initiatives was hired in the Officials/Administrators EEO job category - Region 7/084/Sangamon County \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 (SSO) within the Office Regional Economic Development was hired in the Officials/Administrators EEO job category - Region 1/016/Cook County \*One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 was hired as Assistant Deputy Director within the Office Tourism in the Officials/Administrators EEO job category - Region 1/016/Cook County During this period no promotions occurred for highly qualified Hispanics within this EEO job category During FY15 eight (8) Hispanic Officials/Administrators chose to voluntarily retire or separate by other means from state service: One (1) highly qualified Hispanic Woman Senior Public Service Administrator, Opt. 1 from the Office of Tourism - Region 1/016/Cook County One (1) highly qualified Hispanic Woman Senior Public Service Administrator, Opt. 1 from the Director's Office - Region 1/016/Cook County One (1) highly qualified Hispanic Male Senior Public Service

Administrator, Opt. 1 from the Office of Regional Economic Development - Region 3/081/Rock Island County One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 from the Director's Office - Region 7/084/Sangamon County One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 (SSO) from the Office of Regional Economic Development - Region 1/016/Cook County One (1) highly qualified Hispanic Woman Senior Public Service Administrator, Opt. 1 from the Director's Office - Region 1/016/Cook County One (1) highly qualified Hispanic Male Foreign Service Economic Development Executive II from the Office of Trade & Investment - Out of Country/ State of Illinois Latin America & Caribbean Office One (1) highly qualified Hispanic Woman Public Service Administrator, Opt. 1 from the Office of Entrepreneurship, Innovation & Technology - Region 1/016/Cook County

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

EEO recruitment to include attendance at employment fairs, Internet posting of positions and recruitment in trade publications

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How many Human Resources staff are there in your agency?

7

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

1- Deputy Director, Office of Employment & Training

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

2

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

90

---

List the position titles.

3 - Accountant Advanced 1- Administrative Assistant 1 2- Administrative Assistant 2 1- Chief Internal Auditor 1- Economic Development Representative II 1- Executive II 2- Foreign Service Economic Development Executive II 2- Human Services Grants Coordinator II 1- Human Services Grants Coordinator III 4- Industrial & Community Development Representative

I 1- Industrial & Community Development Representative II 1- Manpower Planner III 2 - Office Coordinator II 1- Private Secretary 2 12- PSA, Opt. 1 2- PSA, Opt. 2 48 - SPSA, Opt. 1 1- SPSA, Opt. 2 1- SPSA, Opt. 4 1- SPSA, Opt. 8L 1- Storekeeper 1 1- Weatherization Specialist II

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

8

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List the position titles.

6- SPSA, Opt. 1 1- PSA, Opt. 1 1- Foreign Service Economic Development Executive 2

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

42

---

List the position titles.

4- Accountant Advanced 1 - Account Clerk 1- Administrative Assistant II 1 - Energy & Natural Resources Specialist I 1 - Industrial & Community Development Representative I 1 - Office Coordinator II 1 - Manpower Planner III 2 - Private Secretary II 2 - PSA, Opt. 1 1 - PSA, Opt. 2 1 - PSA, Opt. 2c 23 - SPSA, Opt. 1 1- SPSA, Opt. 1 (SSO) 1- SPSA, Opt. 2 1- SPSA, Opt. 8L

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How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

3

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List the position titles.

See response to question #8.

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

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What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Director and his Executive Staff place great emphasis on hiring/promoting highly qualified Hispanic/Latino/Latina applicants and employees within management and professional level positions within the Department. The Department's Office of Equal Opportunity Monitoring & Compliance (EOMC) and the Department's Agency-wide EO Compliance and Education/Training Manager maintain excellent business relations with internal and external recruitment sources such as: Local churches; 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 Diversity Enrichment Program; Representatives from the Chicago Urban League Workforce Development and Diversity Center; Representatives from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; the Manager of the CMS Veterans Outreach Program; President of the Illinois Association of Hispanic State Employees (IAHSE); Liaisons from the Illinois Department of Human Rights; Northern,

Central and Southern Illinois Higher Educational Institutions; Illinois Worknet Centers include such employment sources with current vacancies at the Department when they occur as well as attempt to identify highly qualified applicants during our outreach efforts during our participation at future employment/career fairs which may be scheduled in areas that are predominately located in Hispanic/Latino/Latina communities. The Department maintains a close relationship with the following community outreach partners, just to name a few: Marcos Peterson, Liaison for Hispanic/Latino/Latina Affairs, Office of the Honorable Governor Bruce Rauner The Honorable State Senator Iris Y. Martinez and the Honorable State Representative Lisa Hernandez - Illinois Legislative Caucus Jose' M. Prado, President, Illinois Association of Hispanic State Employees (IAHSE) Jose' Lopez, Illinois State Director, League of United Latin American Citizens (LULAC) Guadalupe Preston, Executive Director, Service, Employment & Redevelopment (SER) for the Spanish Community of Chicago Andrew Sund, President, Illinois Latino Council on Higher Education (ILACHE) and President of St. Augustine College in Chicago Eloy Salazar, Executive Director, Illinois Migrant Council (IMC) Juan Huerta, Director, Office of Community Relations, City of Springfield, IL. Sylvia Puente, Executive Director Latino Policy Forum Jaime Velasquez, Assistant Director, UIC Office of Career Services Oscar Gonzalez, Latina Connections of McLean County Barrett Sheeley (bilingual interpreter) - The Job Center, Jacksonville, IL. Elba Aranda-Suh, Director, National Latino Education Institute 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 Pamela Cooper, Acting 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; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale Illinois Worknet facilities that are identified by the Department's Office of Employment & Training and located in predominately Hispanic/Latino/Latina communities. The Department participates at statewide employment/career fairs and workshops sponsored by universities, community colleges, trade associations and during annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our manpower and budget permit. The Department was represented at the following Career/Job Fairs/Workshops, statewide conferences and special events/meetings: On 09-26-14, the Department was honored to participate at the 27th Annual Illinois Association Hispanic State Employee's (IAHSE) Training Conference & Job Fair held at the Midwest Conference Center in Northlake, IL On 12-15-14, the Department prepared and completed the On-line State Hispanic Employment Plan Survey pursuant to Public Act 094-0579. On 02-08-15, as an active member in "good standing with the Springfield Branch of the NAACP, the Department's Agency-wide EO Compliance Manager attended the 94th Lincoln-Douglas Banquet & Scholarship Awards Ceremony held at the Crowne Plaza Hotel in Springfield, IL. On 04-23-15, the Department contacted, via written correspondence, local and statewide community-based minority organizations. This action was carried out in an effort to (1) increase the Department's outreach efforts in underutilized areas and to (2) identify, attract and recruit highly qualified minorities who are interested in state service. Applicants would find out about our specialized position titles located in the Professional EEO job category as well as become familiar with the Department's mission, programs and services and requisite skills needed to obtain CMS grades of "A" for such specialized position titles. Information regarding vacancies would also be provided, if available. On 05-19-15, the Department attended and networked with community leaders during the Annual Inter-Agency Committee on Employee with Disabilities (ICED) Awards Ceremony, sponsored by IDHR and held at the Illinois Department of Historic Preservation. 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. The Department's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal Hispanic/Latino/Latina employees to management staff for consideration when promotional opportunities arise. As a result the Department hired: FY15 Hires Officials/Administrators One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 within the Director's Office/Local Government Initiatives was hired in the Officials/Administrators EEO job category - Region 7/084/Sangamon County One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 within the Office Regional Economic Development was hired in the Officials/Administrators EEO job category - Region 1/016/Cook County One (1) highly qualified Hispanic Male Senior Public Service Administrator, Opt. 1 was hired as Assistant Deputy Director within the Office Tourism in the Officials/Administrators EEO job category - Region 1/016/Cook County

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

FY15 N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

When the Department's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in underutilized or utilized areas, 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; Staff within the Office of Human Resources as well as the Department'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/Latinos/Latina's. The Department's Agency-wide EO Compliance Manager provides periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics/Latinos/Latina's to the workforce. On a regular basis EOMC identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY15, the Department notified those staff members who are involved in the Rutan hiring process to participate in the 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. This information is monitored by the Department's Office of EOMC.

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What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Please see response to Question #30.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Please see response to Question #28.

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

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

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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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Department not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for Hispanic employees so they have an opportunity to take advantage of career advancement opportunities within the Department. The Department offers the Upward Mobility Program; Free Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many veterans were hired externally during the year?

7

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?



At this time no recommendations were provided to the Department by the HEP Advisory Council or the Auditor General regarding recruitment of highly qualified Hispanics/Latinos. However, DHR and CMS have worked together to implement and schedule a number of informative employment workshops throughout State of Illinois which increased the opportunity for applicants to better understand the state hiring process, meet recruiters and obtain state jobs. As a forethought the Department would like to recommend the following: Both the HEP, DHR and CMS work together to develop an electronic on-line training session for hiring authorities and HR personnel focusing on the history and importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts). Both laws are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be mandatory within all state agencies, especially for hiring authorities and HR personnel, of which the current majority of staff are composed of non-minority's. Now that Rutan training is made available in both Chicago and Springfield areas, the Department's Office of EOMC hopes the State of Illinois will consider increasing the number of highly qualified minorities as Human Resource Managers.

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## 2016 State Hispanic Employment Plan Survey

Agency: Corrections

Director/Secretary: John R. Baldwin

Submitted: 12/17/2015 3:09:00 PM

Certification: I Agree

Individual Information: Fernando Chavarria, Chief, EEO/AA, 100w. Randolph St. Ste. 4-200, Chgo. IL 60601, (312) 814-3790, Fernando.Chavarria@doc.illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 12  | Officials and Managers     |
| 38  | Professionals              |
| 6   | Technicians                |
| 246 | Protective Service Workers |
| 3   | Para-Professionals         |
| 7   | Office and Clerical        |
| 5   | Skilled Craft Workers      |
| 9   | Service-Maintenance        |

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As of June 30, 2015, 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              |
| 0  | Technicians                |
| 6  | Protective Service Workers |
| 0  | Para-Professionals         |
| 3  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 344   | Officials and Managers     |
| 1,371 | Professionals              |
| 313   | Technicians                |
| 7,727 | Protective Service Workers |
| 202   | Para-Professionals         |
| 269   | Office and Clerical        |
| 308   | Skilled Craft Workers      |
| 688   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

11,222

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|    |                            |
|----|----------------------------|
| 0  | Officials and Managers     |
| 9  | Professionals              |
| 0  | Technicians                |
| 20 | Protective Service Workers |
| 1  | Para-Professionals         |
| 1  | Office and Clerical        |
| 6  | Skilled Craft Workers      |
| 11 | Service-Maintenance        |

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Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Our agency conducts a statistical analysis each quarter to monitor underutilization. Also both Hiring and Promotion monitors are reviewed to monitor if underutilization is being addressed in each Region. Based on the underutilization numbers, the focus was made during the hiring of correctional officer trainees to target Hispanic candidates and Spanish Speaking options were added to the Correctional Counselor II positions around the state to assist with the facilities' LEP inmate population.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

FY 16                                      Officials/ Administrators - gain of 1. Professionals -gain of 3. Technicians-loss of 2. Protective Service -gain of 31. Para-professionals-gain of 1. Office/Clerical- loss of 1. Skilled Craft-No change, still 5. Service/Maintenance- no change, still 9.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Plans are to have the EEO/AA office continue to test willing bilingual employees, add Spanish speaking options to the Correctional Officer and Correctional Counselor titles. Expand the LWIA pilot in Northern Region to other parts of the State and continue to attend Hispanic related conferences, recruitment fairs and have the EEO/AA Chief serve as an Ex-Officio on the Hispanic Employment Plan Commission.

---

How many Human Resources staff are there in your agency?

76

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How many of those Human Resources staff are minorities?

9

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

EEO/AA Chief.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

11

---

How many Rutan panel interviews were conducted during FY 15?

212

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

3

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1,309

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List the position titles.

SPSA/PSA; Correctional Locksmith; Educator, Accountant; Corr. maintenance Craftsman; Executive 1; Account Tech; Corr. Medical Tech.; Exec. Secretary; Administrative Assistant; Corr. Nurse; HR Representative; Chaplain; Correctional Officer; Correctional Officer Trainee; Librarian; Corr. counselor I& II; Corr. Parole Agent; Office Assistant; Corr. Food Service; Corr. Supply Supv.; Corr. Sargent; Office Associate; Corr. Industry Lead Worker; Office Coordinator; Corr. Lt.; Corr. Vocational Instructor; Shift Supervisor.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

22

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List the position titles.

Correctional Counselor; Correctional Officer; Correctional Officer Trainee; Corrections Residence Counselor; Corrections Senior Parole Agent; Executive Secretary; SPSA; Switch board Operator.

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2,391

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List the position titles.

Correctional Counselor; Correctional Officer; Correctional Officer Trainee; Corrections Residence Counselor; Corrections Senior Parole Agent; Executive Secretary; SPSA/PSA; Office Coordinator; Corr. Maint. Craftsman; HR representative; Shift Supervisor; Corrections Parole Agent; Corr. Industry Instructor; Correctional Sargent; Corr. Caseworker Supervisor; Corr. Industry Lead Worker; Office Administrator Specialist; Executive II; Corr. Med. Tech; Executive Secretary; Administrative Assistant; Correctional Locksmith; Accountant; Corr. Food Serv. Supervisor; Educator; Account Tech; Corr. Supply Supervisor; Office Assistant; Librarian; Corr. Lieutenant; Office Associate; Chaplain; Corr. Nurse; Telecommunicator Trainee; HR Specialist; Corr. Identification Tech; Accountant Advanced; Maintenance Equipment Operator; Corrections Ground Supervisor; Corr. Laundry Manager; Internal Security Investigator; Corr. Leisure Activity; Social Worker II.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

---

List the position titles.

SPSA/PSA; Correctional Counselor; Correctional Officer Trainee; Corrections Parole Agent.

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

5

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer reviews recommendations for hires and promotions or transfers that are completed on Hiring and Promotion Monitors prior to any Commitments being made to fill the position.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Start at beginning of the list, depending on the number of candidates on a particular list, we choose a pattern of every one, every other, every third, ect.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring and Promotion Monitor prior to any commitments are made to fill the position. Recruiters participate in Job Fairs, and recruitment activities that target Hispanics that are sponsored by IAHSE, ILLCF and the Latino Family Commission, educational institutions, Faith-based and community based organizations and Local Workforce Investment Act Boards around the State. Recruiters are also trained to focus on underutilization in targeted areas.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Recruitment staff accompany the Chief of EEO/AA when he conducts LWIA Recruitment workshops and CMS State Employment Workshops. The LWIA Pilots have been approved by IDHR as a means of addressing Under Utilizations for Minority groups, Women and People with Disabilities. Administrative and Senior Staff are informed monthly on Recruitment activities by the Recruitment Coordinator.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The agency has created a statewide recruitment team within the facilities. The LWIA Pilot partners with IDHS, CMS and ST. Paul Church of Christ to conduct recruitment workshops in underserved communities in the Chicago and Quad cities areas. Through the LWIA Pilot partnerships with Institutions of Higher Learning have hosted events in Chicago East Moline and Kewanee at no cost to the agency. Recruiters participate in employer and legislative conferences, recruitment fairs sponsored Minority Legislators focusing on the Hispanic Community.

---

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

Name: Fernando Chavarria / Martha Fragozo

Title: Chief, EEO/ AA / Affirmative Action Officer

Is this person an Executive senior staff member?: Yes / No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Hispanic liaison serves a Ex Officio on the Hispanic Employment Plan Commission and Latino Family Commission. He also conducts recruitment workshops with the Local Workforce Investment Act Boards (LWIA), IDES, CMS and Faith based Organizations targeting Hispanics statewide.

---

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?

The EEO/AA office continues to test willing bilingual employees, add Spanish Speaking options to the Correctional Officer and Correctional Counselor titles, expand the LWIA pilot in Northern Region to other parts of the State and continue to attend Hispanic related conferences, recruitment fairs and have the EEO/AA Chief serve as an Ex-Officio on the Hispanic Employment Plan Commission and IL Latino Family Commission.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Upward Mobility Program is available and encouraged within the agency for employee's career advancement. it should also be noted that staff opportunities for promotion exist within negotiated contractual language such as Filling of Vacancies.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1,941

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

7

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How many veterans were hired externally during the year?

14

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How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

It was recommended that the agency continues to hire and promote Hispanics in order to reach parity in the underutilization categories.

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## 2016 State Hispanic Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: John Maki

Submitted: 12/21/2015 11:36:00 AM

Certification: I Agree

Individual Information: Luz Agosto, Associate Director/Office of Human Resources, 300 West Adams, Suite 200, Chicago, IL 60606, 312-793-0473,  
Luz.Agosto@illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 20 | Officials and Managers     |
| 40 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 2  | Para-Professionals         |
| 2  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

NA

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes. SPSA, Chief Financial Officer, Hispanic Male, Separated in February 2015.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

NA

---

How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

PSA, Associate Director/Office of Human Resources

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

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How many Rutan panel interviews were conducted during FY 15?

1

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

1

---



Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

7

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List the position titles.

SPSA, Associate Director, Federal and State Grants Unit SPSA, Associate Director, Office of Research and Analysis SPSA, Associate Director, Office of Administrative Services SPSA, Chief Financial Officer Non code Position Criminal Justice Specialist One, Option One Criminal Justice Specialist One, Option Two

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

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List the position titles.

SPSA, Chief Financial Officer

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

SPSA, Associate Director of Federal and State Grants SPSA, Associate Director of Research and Analysis SPSA, Chief Financial Officer

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer participates in all aspect of the CMS Personnel open competitive hiring process to ensure compliance with the CMS recruitment process.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

The Agency complies with all CMS Personnel policy regarding recruitment of employment candidates.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

All managers responsible for hiring, interviewing and recruiting are Rutan certified.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

All managers responsible for recruitment have been Rutan Certified.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

All managers responsible for recruitment, interviewing and hiring have been Rutan Certified.

---

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

Name: NA

Title: NA

Is this person an Executive senior staff member?: NA

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

NA

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

NA

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---

## 2016 State Hispanic Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission

Director/Secretary: John Miller

Submitted: 12/21/2015 1:44:00 PM

Certification: I Agree

Individual Information: Tonia R. Bogener, Legal Counsel, 528 S. Fifth Street, Suite 209, Springfield, IL 62701, 217-557-4493, [tonia.bogener@illinois.gov](mailto:tonia.bogener@illinois.gov)

---

As of June 30, 2015, 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, 2015, 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, 2015, 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Due to IDHHC limited headcount, it is not required to calculate underutilization. However, IDHHC is committed to hiring a diversified workforce. When vacancies exist, IDHHC uses all forums available to recruit new employees including deaf events such as Deaf Latino Day, Deaf Nation and ADA Celebrations. In addition to CMS, all vacancies are posted to general disability and deaf and hard of hearing organizations throughout the state and nationwide, and specifically to National Hispanic Council of the Deaf and Hard of Hearing.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

None.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

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

---

How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

N/A

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

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

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

None. When interviews are conducted, IDHHC interviews all applicants on the CMS eligibility list.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Due to the limited headcount, IDHHC only has 4 positions responsible for hiring, interviewing, recruitment and EEO. The appropriate staff has been advised of the requirements of the Asian American Employment Plan. To ensure compliance, the agency interviews all applicants on the CMS eligible list. In addition to CMS, all vacancies are posted to general disability and deaf and hard of hearing organizations throughout the state and nationwide.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

No specific training has been provided. Both the EEO Officer and Personnel Manager work closely to ensure that when vacancies exist IDHHC advertises and recruits from a variety of resources including the National Hispanic Council of the Deaf and Hard of Hearing and events such as Deaf Latino Day, Deaf Nation and ADA Celebrations.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

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

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None

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## 2016 State Hispanic Employment Plan Survey

Agency: Developmental Disabilities Council

Director/Secretary: Sheila T Romano

Submitted: 12/31/2015 5:31:00 PM

Certification: I Agree

Individual Information: Janinna Hendricks, Fiscal and Operations Director, 830 South Spring St.,  
Springfield, IL 62704, 217-782-9696, Janinna.Hendricks@Illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities. No hires occurred in FY 15.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Council's committing to hearing individuals from diverse backgrounds, including people with disabilities.

---

How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

Not applicable

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

2

---

How many Rutan panel interviews were conducted during FY 15?

0

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

0

---

List the position titles.

Not applicable

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

Not applicable

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

Not applicable

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

Not applicable

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

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

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Not applicable

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Not applicable. The Council is at parity.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 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.

---

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

Name: Not applicable

Title: Not applicable

Is this person an Executive senior staff member?: Not applicable

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Not applicable

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Not applicable

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

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

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## 2016 State Hispanic Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: James K. Joseph

Submitted: 12/18/2015 1:43:00 PM

Certification: I Agree

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

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 37 Officials and Managers
- 123 Professionals
- 20 Technicians
- 0 Protective Service Workers
- 10 Para-Professionals
- 11 Office and Clerical
- 1 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Increase of 1 Professional, hired a Hispanic Nuclear Safety Engineer I.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Continue recruitment efforts as positions are posted.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

7

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

17

---

List the position titles.

Disaster Services Planner, Emergency Response Telecommunicator, Public Service Administrator, Nuclear Safety Health Physicist I, Nuclear Safety Engineer II, Nuclear Safety Systems Specialist II, Administrative Assistant I, Nuclear Safety Scientist, Nuclear Safety Policy Analyst III, Nuclear Safety Radiochemistry Lab Assistant II, Nuclear Safety Administrative Officer, Nuclear Safety Information Systems Specialist I

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

19

---

List the position titles.

Accountant Advanced, Disaster Services Planner, Public Service Administrator, Nuclear Safety Health Physics Assistant, Nuclear Safety Information Systems Specialist II, Staff Development Specialist, Office Associate, Chief Internal Auditor, Nuclear Safety Administrative Officer, Nuclear Safety Policy Analyst III, Nuclear Safety Administrator I, Nuclear Safety Radiochemistry Lab Assistant, Nuclear Safety Engineer I

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

Nuclear Safety Engineer I

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The human resources employee is the EEO officer. IEMA has very few opportunities to utilize the open competitive process.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.



N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

N/A

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

HEMA has no recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

HEMA reaches out to organizations such as IAMG and also tries to participate in job fairs.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

4

---

How many were Hispanic veterans?

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

---

## 2016 State Hispanic Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jeffrey D. Mays

Submitted: 12/18/2015 12:05:00 PM

Certification: I Agree

Individual Information: Stanislav Volkhovsky, Executive I , 33 S. State, 10th Floor, Chicago, IL 60603, 312-793-9290, Stanislav.Volkhovsky@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 27  | Officials and Managers     |
| 162 | Professionals              |
| 2   | Technicians                |
| 0   | Protective Service Workers |
| 3   | Para-Professionals         |
| 0   | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|     |                            |
|-----|----------------------------|
| 7   | Officials and Managers     |
| 135 | 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 215 | Officials and Managers     |
| 990 | Professionals              |
| 11  | Technicians                |
| 0   | Protective Service Workers |
| 37  | Para-Professionals         |
| 16  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 2   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,271

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

During FY 2015 maintained zero underutilization despite regular loss of people through attrition, retirements & resignations.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Compared to the previous FY2014, number of Hispanic Officials/Administrators increased from 26 in 2014 to 27 in FY2015. In Professional category – decreased from 176 to 162. Number of Hispanic Technicians remained the same (2) in FY 2014 & 2015. Number of Hispanic Paraprofessionals increased from 2 to 3. Hispanic Office/Clerical employees decreased from one to zero. There was a comparable decrease in overall workforce due to retirements, resignations & voluntary reductions.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

State Assurances Act review conducted to make sure the agency is in compliance; agency bilingual assessment completed & shared with the Director; LEP analysis of our surveys, which include surveying local offices and programs to see if the needs of the community are being met; EEO Monitor's assessment of claims & review of the census data.

---

How many Human Resources staff are there in your agency?

14

---

How many of those Human Resources staff are minorities?

11

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Senior Public Service Administrator.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

---

How many Rutan panel interviews were conducted during FY 15?

205

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

26

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

149

---

List the position titles.

Some of the titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Field Office Supv. (full-time & intermittent); ES Program Reps (full-time & intermittent); ES Service Reps (full-time & intermittent); Hearings Referees (full-time & intermittent); UI Revenue Analysts (full-time & intermittent); ES Specialists; UI Adjudicators; Administrative Assistants; Veteran Employment Reps; Accountant Advanced; ES Tax Auditor; Research Economists; Executive I; UI Special Agents; Information System Analysts; Information Service Specialists; Private Secretary; Data Processing Specialists; Check Issuance Machine Operator; Graphic Arts Technician; Office Associates.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

20

---

List the position titles.

Some of the titles include: Senior Public Service Administrators (including options); ES Field Office Supv.; ES Program Reps (full-time & intermittent); ES Service Reps; UI Revenue Analysts; ES Specialists; Administrative Assistant; UI Special Agent; Office Associate.

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

138

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List the position titles.

Some of the titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Field Office Supv.; ES Program Reps (full-time & intermittent); ES Service Reps; UI Revenue Analysts (full-time & intermittent); ES Specialists; UI Adjudicators; Hearings Referees (full-time & intermittent); Veteran Employment Reps; Accountant Advanced; ES Tax Auditors; Research Economists; UI Special Agents; Information System Analysts; Information Service Specialists; Private Secretary; Check Issuance Machine Operator; Office Associate.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

12

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List the position titles.

The titles include: ES Program Reps; ES Service Reps; ES Specialists; Veteran Employment Reps; ES Tax Auditors.

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

To ensure compliance with the law, EEO office provides underutilization information to Human Resources (HR) and the hiring units. EEO issues and reviews all hiring & promotion monitors. 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. Once hiring process is in motion, Rutan process must be followed.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Agency's random selection process for an Open Competitive List usually consists of selecting every other candidate, or every third candidate.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

State Assurances Act review conducted to make sure the agency is in compliance. Agency bilingual assessment completed & shared with the Director. EO Officer participates in Hispanic Employment Advisory committee meetings. Periodic meetings with Human Resources Staff; Outreach staff & Operations staff receive reminders on recruitment. Director's reviews of EO Human Rights Quarterly Reports. EO Officer meets with Human Resources & provides them with the annual Affirmative Action Plan, including information on the underutilization when filling positions.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Department's EEO office participates in various training sessions given by the federal government, as well as the IDHR, including training on diversity in the workplace. EEO staff takes part in Hispanic Employment Advisory committee meetings.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

As any other agency under the jurisdiction of the Governor IDES posts jobs on [work.illinois.gov](http://work.illinois.gov) which automatically links to the Illinois Job Link and we thereby reach a wide range of demographics. Vacancies were posted on IDES website; also shared with Hispanic Employment Plan Advisory Council.

---

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

Name: EEO office ensures community relations with all minority groups, so that IDES has a

diverse workforce, representative of the community, including the Latino community.

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

EEO works with Human Resources (HR) to ensure the agency workforce is indicative of population & diversified.

---

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?

Agency is in compliance.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

IDES provides training opportunities across the board to all employees, including our Hispanic staff; however, it is up to employees to request participation in trainings and seminars. IDES supports & promotes training conducted by the agency trainers; encourages staff training at DHR and other state & federal agencies; informs employees of the availability of Upward Mobility & tuition reimbursement. A manual on job bidding is posted on internal website. Human Resources staff are available to answer questions. Other Paid Leave granted to employees to attend ILL Assoc. of Minorities in Govt. meetings. IDES adheres to the Personnel Code and union contract when filling vacancies.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

14

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

5

---

How many veterans were hired externally during the year?

48

---

How many were Hispanic veterans?

6

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were given. However, the agency is mindful of its workforce figures, the current underutilization and 2010 census information to ensure and preserve diversity of our workforce.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Lisa Bonnett

Submitted: 12/11/2015 11:00:00 AM

Certification: I Agree

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

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 1  | Officials and Managers     |
| 11 | Professionals              |
| 2  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 4  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, 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        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 117 | Officials and Managers     |
| 510 | Professionals              |
| 46  | Technicians                |
| 0   | Protective Service Workers |
| 39  | Para-Professionals         |
| 48  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 3   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

750

---



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Agency hired one Hispanic female in the office/clerical category.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

There has been a decrease of one Hispanic in the Official/Manager category between June 30 2014 and June 30 2015.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

In conjunction with the annual Bilingual Survey the Agency surveys bilingual staff to determine how frequently they use their bilingual skill. In addition, the Agency reviews call volume using AVAYA, the volume of work that requires translation and uses feedback from employees and the public to determine staffing needs and ensure effective service is provided to the Spanish speaking public.

---

How many Human Resources staff are there in your agency?

4

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

81

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List the position titles.

Office Assistant, Office Associate, Office Coordinator, Executive Secretary 3, Methods and Procedures Advisor I, Account Tech II, Accountant, Environmental Protection Specialist III, Environmental Protection Specialist IV, Geographic Information Specialist II, Environmental Protection Engineer III, Lab Associate, Chemist II, Lab Associate, Information Systems Analyst II, Administrative Assistant, Executive I, Public Service Administrator, Senior Public Service Administrator

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

2

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List the position titles.

Senior Public Service Administrator, Office Assistant

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

17

---

List the position titles.

Office assistant, Office Associate, Lab Assistant, Lab Associate, Environmental Protection Engineer I, Environmental Protection Specialist I, Account Fiscal Administrative Trainee Senior Public Service Administrator, Private Secretary

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

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List the position titles.

Office Assistant

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

33

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO/AA Officer does not conduct/participate directly in hiring. The EEO/AA Officer works

with the Office of Human Resources by sharing underutilization information. In addition the EEO/AA Officer reviews hiring monitors completed by the Office of Human Resources.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

If those instances where random selection is part of the open competitive invitation and here are no veterans, the Office of Human Resources randomly invites every fourth candidate except when there is underutilization of a specific group and then all candidates of that group are invited for interviews.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO/AA Officer and the Office of Human Resources share information about staffing, job fairs/recruitment and underutilization. In addition to developing a Hispanic Employment Plan, the Agency invites all Hispanics on open competitive lists for interviews. Hiring and Promotion monitors are completed by the Office of Human Resources. The EEO/AA Officer submits quarterly reports of personnel transactions to the Department of Human Rights for review.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Staff from the Office of Human Resources receive on the job training recruiting from other staff with experience. In addition these staff attend diversity and college job fairs as well as workshops conducted by CMS.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO/AA Officer and the Office of Human Resources share information about staffing, job fairs/recruitment and underutilization. In addition to developing a Hispanic Employment Plan, the Agency surveys bilingual staff to determine how frequently they use their bilingual skill. The Agency also reviews call volume using AVAYA, the volume of work that requires translation and uses feedback from employees and the public to determine staffing needs. The Agency invites all Hispanics on open competitive lists for interviews. Hiring and Promotion monitors are completed by the Office of Human Resources. The EEO/AA Officer submits quarterly reports of personnel transactions to the Department of Human Rights for review.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

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?

The EEO/AA Officer and the Office of Human Resources share information about staffing, job fairs/recruitment and underutilization. In addition to developing a Hispanic Employment Plan, the Agency surveys bilingual staff to determine how frequently they use their bilingual skill. The Agency also reviews call volume using AVAYA, the volume of work that requires translation and uses feedback from employees and the public to determine staffing needs. The Agency invites all Hispanics on open competitive lists for interviews. Hiring and Promotion monitors are completed by the Office of Human Resources. The EEO/AA Officer submits quarterly reports of personnel transactions to the Department of Human Rights for review.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

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

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

7

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

3

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made to the Agency.

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## 2016 State Hispanic Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 12/18/2015 10:11:00 AM

Certification: I Agree

Individual Information: Adam Alstott, Deputy General Counsel/EEO Officer, 401 S. Spring, 513 Wm Stratton Bldg, Springfield, IL 62706, 217-558-3724, adam.alstott

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As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

67

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Our human resources office currently advertises external vacancies to multiple community websites including: University of Illinois Career Services, United Latino Job Bank, and Illinois JobLink. For external postings for vacancies filled in 2015, the human resources office also notified the Culturally Integrated Education for Latinos Organization in Springfield, Illinois via email of the posting.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Senior State Purchasing Officer Note - SSPO reports to Chief Procurement Officer, and independent State Official appointed by the EEC

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

14

---

List the position titles.

Chief Procurement Officer (2) State Purchasing Officer (9) IT Coordinator Executive Assistant (2)

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

7

---

List the position titles.

State Purchasing Officer/Procurement Compliance Monitor (4) Executive Assistant PCM Trainee (2)

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

NA

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

EEC has not experienced underutilization in any minority category. The EEO officer meets with HR Director and Deputy Executive Director throughout the year in conjunction with the preparation of the Affirmative Action Plan and related DHR quarterly reports.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

The EEC has no Coded or Rutan covered employees. Postings for 2015 only required that resumes be submitted for applicants to be considered when vacancies were posted. Applicants are permitted to submit CMS-100 applications in lieu of or in addition to a resume. Applicant's Applicants' relevant education and experience are considered to determine the pool of candidate for interview. Race and ethnicity were not known by the staff reviewing the resumes and selecting the pool of candidates, unless an applicant chose to complete a CMS-100 and chose to complete the ethnicity portion of the form.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Our human resources office currently advertises external vacancies to multiple community websites including: University of Illinois Career Services, United Latino Job Bank, and Illinois JobLink. For external postings for vacancies filled in 2015, the human resources office also notified the Culturally Integrated Education for Latinos Organization in Springfield, Illinois via email of the posting

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The human resources director attended training in 2015 that included EEOC training that addressed workplace harassment, hiring barriers, and more. The training took place Tuesday, April 14, 2015 in Springfield, Illinois. Human resources and management consult each time a posting for an external vacancy is needed regarding how to reach a diverse pool of candidates.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Our human resources office currently advertises external vacancies to multiple community websites including: University of Illinois Career Services, United Latino Job Bank, and Illinois JobLink. For external postings for vacancies filled in 2015, the human resources office also notified the Culturally Integrated Education for Latinos Organization in Springfield, Illinois via email of the posting.

---

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

Name: No

Title: NA

Is this person an Executive senior staff member?: NA

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

NA

---

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

---



List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

All employees are allowed the opportunity to complete continuing education training during work hours, and are permitted to lead employee professional development during all staff forums.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---

## 2016 State Hispanic Employment Plan Survey

Agency: Financial and Professional Regulation

Director/Secretary: Bryan A. Schneider

Submitted: 12/16/2015 3:26:00 PM

Certification: I Agree

Individual Information: Vivian Toliver, Public Service Administrator, JRTC, 100 W. Randolph St., Suite 9-300, Chicago, IL 60601, (312) 814-1764, vivian.toliver@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 13 | Officials and Managers     |
| 20 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 3  | Para-Professionals         |
| 4  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|   |                            |
|---|----------------------------|
| 3 | Officials and Managers     |
| 5 | Professionals              |
| 0 | Technicians                |
| 0 | Protective Service Workers |
| 1 | Para-Professionals         |
| 2 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 26 | Officials and Managers     |
| 70 | Professionals              |
| 5  | Technicians                |
| 0  | Protective Service Workers |
| 10 | Para-Professionals         |
| 8  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 1  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

447

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

IDFPR does not conduct any studies or monitoring programs specifically geared towards Hispanics. All employees are encouraged to attend CMS training classes. Although IDFPR does not provide college tuition reimbursement for employees, it does provide registration fees for training courses.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

DECREASES - Officials/Managers from 17 to 13; and Para-Professionals from 4 to 3.  
INCREASES - Office/Clericals from 2 to 4. All other categories remained the same. The increases came from hiring of new employees. Decreases are from employees leaving due to retirement, accepting positions elsewhere, and/or being released from employment.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

See question No. 8.

---

How many Human Resources staff are there in your agency?

44

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

5

---

How many Rutan panel interviews were conducted during FY 15?

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

63

---

List the position titles.

Officials/Managers and Professionals.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

8

---

List the position titles.

Officials/Manager; Professionals; and Para-Professionals.

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

88

---

List the position titles.

Officials/Manager; Professionals; Office Clerical; and Para-Professionals.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

7

---

List the position titles.

Office Clerical; Professionals; Official/Manager; and Para-Professionals.

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

All Hiring and Promotion Monitors are checked to see if the category is underutilized. If the category is underutilized, Shared Services outlines the actions taken to include as many gender and/or race applicants from the CMS open and competitive list.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A random selection from an open competitive list is done by the interviewer selecting a pattern. It could be 2 names from each page; every 10th name; or, the 50th name. If Shared Services is

interviewing for a category that is underutilized, they will try and pick a pattern that will include as many candidates that fall into the underutilized category as possible.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

See question No. 8.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

See question No. 8.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

All employees are encouraged to attend CMS training classes. Although IDFPR does not provide college tuition reimbursement, it does provide registration fees for training courses.

---

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

Name: NO

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

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 EEO Officer was not informed that a State Services Assurance Act report was to be filled out. The Act will be complied with in the future.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

See question No. 8.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

4

---

How many were Hispanic veterans?

1

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

There were no recommendations made.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski

Submitted: 12/16/2015 10:16:00 AM

Certification: I Agree

Individual Information: Karen Weathers, Human Resource Administrator, 801 S. 7th St. Suite 400,  
Springfield, Illinois, 217-558-3019, Karen.weathers@igb.illinois.gov

---

As of June 30, 2015, 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 |
| 2 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 48  | Officials and Managers     |
| 105 | Professionals              |
| 0   | Technicians                |
| 0   | Protective Service Workers |
| 14  | Para-Professionals         |
| 2   | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The IGB was underutilized by 1 Hispanic Official/Manager in Region 1 (fy15). We will continue to monitor our underutilization. Gaming Special Agent Gaming Special Agent Trainee Gaming Licensing Analyst PSA 8C Executive I Office Coordinator

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

We increased our Hispanic professional employee numbers by 1 male and increased 1 Hispanic para-professional in fy15, female.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The IGB currently has no designated bilingual positions. However, we have a few Spanish speaking employees at IGB; their classifications are Office Coordinator and Gaming Special Agent.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

10

---

List the position titles.

Exec Secretary III SPSA 8L, 1, 2, 7 PSA Opt. 1, 2 Exec II

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?



---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

11

---

List the position titles.

Gaming Licensing Analyst Gaming Senior Special Agent GSA Trainee SPSA Opt. 1 & 8L ISA II PSA, Opt. 7 Administrative Assistant II

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

17

---

List the position titles.

Gaming Special Agent Gaming Special Agent Trainee Gaming Licensing Analyst PSA 8C Executive I Office Coordinator

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

2

---

List the position titles.

Office Coordinator Gaming Special Agent

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The IGB recommends that all interested candidates, including various minorities, females and the disabled, seek grades from CMS to receive and maintain their eligibility so that all qualified candidates are prepared when external employment opportunities are available.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A random selection of candidates from an open competitive list may be utilized if the blind "A" list has a lot of eligible candidates. If a random selection is utilized, the A&R Shared Services takes into consideration whether or not there is underutilization for that particular region, and a consistent pattern is selected.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The IGB has not participated in recruitment training specific to the hiring of Hispanic employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The IGB EEO Officer coordinates the recruitment efforts for the IGB as well as coordinate outreach efforts with the A&R SSC and CMS. This includes participation in various job fairs when feasible.

---

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

Name: Karen Weathers

Title: EEO Officer

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

No specific duties have been performed regarding specific involvement with the Hispanic Community. However, as the EEO officer, Ms. Weathers is the designated contact for all recruitment efforts.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

CMS sponsors various career enhancement and self development programs to the State of Illinois at no cost. Additionally, the IGB has a semi-automatic promotional ladder that was negotiated for the titles of a GSAT to a GSA, to a GSSA.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The IGB has not received any recommendations from any outside entity recruitment of Hispanics.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Guardianship and Advocacy Commission Director/Secretary: Dr. Mary L. Milano

Submitted: 12/18/2015 4:14:00 PM

Certification: I Agree

Individual Information: Gia T. Orr, Director of Community Rights, Relations and Resources,  
EEO/AA/504 Officer, 160 North LaSalle Suite S-500, 312-793-5919,  
gia.orr@illinois.gov

---

As of June 30, 2015, 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, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Due to the size of the agency and the limitation of funds, there continues to not be an opportunity to conduct a study. We are not underutilized in any category regarding Hispanics.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Neither an increase or decrease.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

A continued awareness effort is launched yearly concentrating on the increase of Hispanic employees.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

NA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

5

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

14

---

List the position titles.

Senior Public Service Administrators Public Service Administrators Technical Advisor II IT Benefits Analyst

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

4

---

List the position titles.

General Counsel/SPSA PSA Technical Advisor II Volunteer Services Coordinator

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Guardianship and Advocacy rarely has the opportunity to hire from the open competitive list, however the EEO Officer is responsible for reviewing and signing off on all hiring monitors before the hiring process is completed.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

NA

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer and HR Director launch yearly awareness efforts concentrating on the hiring of Hispanic employees.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

GAC is a small agency with limited funding for support a program that would provide specialized recruitment training.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

In the past year a few opportunities have come up for community linkages through fairs and Hispanic hiring fairs. While we maintain a focus on hiring more Hispanic employees, we are not underutilized in and EEOC category with regards to Hispanics.

---

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

Name: Awisi Quartey

Title: Director of Policy and Training

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

In FY15 Ms. Quartey established connections with an advisory council in the Hispanic community as well as attended a training for social service workers in the Latino community.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

GAC ensures that all employees are aware of the State of Illinois Upward Mobility Program.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

There were no recommendations.

---



## 2016 State Hispanic Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Felicia F. Norwood

Submitted: 12/17/2015 3:08:00 PM

Certification: I Agree

Individual Information: Derrick Davis, Chief EEO/AA Officer, 401 South Clinton, Chicago, IL 60617,  
(312) 793-4322, derrick.davis@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 10 | Officials and Managers     |
| 86 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 41 | Para-Professionals         |
| 4  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|    |                            |
|----|----------------------------|
| 4  | Officials and Managers     |
| 67 | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 27 | Para-Professionals         |
| 3  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 433   | Officials and Managers     |
| 1,332 | Professionals              |
| 47    | Technicians                |
| 0     | Protective Service Workers |
| 454   | Para-Professionals         |
| 167   | Office and Clerical        |
| 0     | Skilled Craft Workers      |
| 0     | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,986

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

While HFS' EEO/AA Office monitors the hiring process to ensure mandated compliance, overwhelmingly, positions are filled within constraints beyond the control of our monitoring. The success of our internal monitoring with respect to employment of Hispanics is directly proportionate to the limited opportunities to make decisions independent of factors such as bargaining unit considerations or veteran's preference. Specifically, the titles most frequently called for and filled within HFS are subject to bargaining unit provisions, thereby limiting our selection options. External titles included: PSA; Office Coordinator; Office Specialist and Information Systems Analyst I. We are most assuredly open to methods/external recommendations to increase targeted hiring/recruitment.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Officials/Administrators decreased from 4.1% to 2.8% of the total category from the prior year. Professionals increased from 7.1% to 7.5% of the total category from the prior year. Technicians increased from 2.5% to 2.6% of the total category from the prior year. Para-Professionals increased from 9.9% to 11% of the total category from the prior year. Office/Clerical decreased from 3.6% to 2.9% of the total category from the prior year.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Currently, HFS has no detailed plan emphasizing an increase of a specific racial or ethnic category. When we are made aware of a need (via any means) for an increase of bilingual staff, we designate positions as such and hire to address that need.

---

How many Human Resources staff are there in your agency?

30

---

How many of those Human Resources staff are minorities?

6

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

110

---

List the position titles.

Child Support Specialist I, II & Trainees; Executive I & II; Technical Advisor I & II; Administrative Assistant I; Information Systems Analyst I; HR Specialist; Program Integrity Auditor II; Public Aid Quality Control Reviewer; Public Aid Investigator; PSA; SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

3

---

How many Rutan panel interviews were conducted during FY 15?

656

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

67

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

298

---

List the position titles.

SPSA; PSA; Office Assistant; Office Associate; HFSN; Child Support Specialist I & II; Child Support Trainee; Office Coordinator; Office Specialist; Accountant Supervisor; Account Technician I & II; Accountant Advanced; Accountant; Executive I & II; Office Associate; MOA I & II; ISA I & II; ISS II; Program Integrity Auditor II; Executive Secretary; Public Aid Investigator Trainee; HSC; Administrative Assistant I; Medical Assistant Consultant III; Public Administration Intern; Office Clerk; Office Administrator IV; Secretary I; Legal Secretary; Public Aid Quality Control Reviewer; Kidcare Supervisor; Data Processing Supervisor; Meth Pro Adv III; Office Specialist

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

14

---

List the position titles.

SPSA; PSA; Office Assistant; Child Support Specialist II; Child Support Specialist Trainee; Office Coordinator; Office Specialist; Information Services Specialist

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

248

---

List the position titles.

SPSA; PSA; Office Assistant; Office Associate; Child Support Specialist I & II; Child Support Trainee; Office Coordinator; Office Specialist; Executive I & II; Office Associate; Program Integrity Auditor I & II; Public Aid Investigator Trainee; Public Aid Investigator; Human Services Caseworker; Administrative Assistant I; Public Administration Intern; Office Clerk; Office Administrator IV; Secretary I; Public Aid Quality Control Reviewer

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

---

List the position titles.

PSA; Office Assistant; Office Coordinator; Office Specialist; Child Support Specialist I; Information System Analyst I

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

We always attempt to ensure that we utilize a consistent pattern of selection for each process. We haven't determined an exact methodology to distinguish between candidates from underutilized categories from those that aren't.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Bureau of Selection and Recruitment (BSR) personnel contact CMS and request a blind Open Competitive List for the appropriate job title. The request includes the Job Title, Position number, Veterans and/or non-Veterans, and number of positions to be filled. CMS will forward a blind list (no candidate information is provided) of all the candidates with an "A" grade. Veterans will be first and non-veterans will be listed in the second grouping. BSR personnel will circle the numbers associated with the candidates and return to CMS. All veterans will be chosen. All non-veterans numbers are randomly circled. CMS will then forward the list with the candidate information to BSR personnel for the candidate numbers circled on the blind list. BSR personnel will send letters requesting interviews. Interviews will be conducted of all candidates responding to the invitation. The highest scoring Veteran candidate is offered the position. If there are no veterans in the interview process, the highest scoring candidate will be offered the position.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

No specific initiatives or specific recruiting plan was implemented to recruit or fill positions either internally or externally. We advise and educate senior staff on compliance mandates including those of the Hispanic Employment Plan, but have not devised a specific plan to encompass targeted recruiting and hiring.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

HFS has not provided specific training to recruitment staff to recruit Hispanics. As indicated in the response to question #10, when we are made aware of a need to increase bilingual staff, proactive measures are taken to address that particular need. HFS has not at this time developed a method of recruitment in which candidates are targeted based on ethnicity. Likewise, no training has been developed or offered to recruitment staff that is this specific.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

NA

---

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

Name: No

Title: NA

Is this person an Executive senior staff member?: NA

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

NA

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Currently, HFS has no such development programs for Hispanic employees. We are however open to recommendations to establish assistance in this area.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

123

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many veterans were hired externally during the year?

68

---

How many were Hispanic veterans?

2

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made to HFS.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Historic Preservation

Director/Secretary: Garth Madison, Interim

Submitted: 12/22/2015 1:58:00 PM

Certification: I Agree

Individual Information: Lori Tinsley, Director of Human Resources, 313 S. Sixth Street, Springfield, IL 62701, 217-785-7948, Lori.L.Tinsley@illinois.gov

---

As of June 30, 2015, 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 |
| 1 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, 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 |
| 1 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 26 | Officials and Managers     |
| 61 | Professionals              |
| 2  | Technicians                |
| 0  | Protective Service Workers |
| 17 | Para-Professionals         |
| 7  | Office and Clerical        |
| 10 | Skilled Craft Workers      |
| 17 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

176

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

At the end of FY 15, The Illinois Historic Preservation Agency employed 1 Hispanic employee in the Para-Professional category. Our Agency is currently constrained by budget and headcount, the AFSCME/IFPE contracts, and the Personnel code when hiring employees. That being said, the Agency is committed to using all available resources to recruit and hire minority candidates at all levels.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

We are down 1 Hispanic employee from the prior FY 14.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Agency utilizes the CMS Posting System. The Agency is constrained by budget and is unable to do any extensive employment recruiting. We are also subject to hiring using the AFSCME/IFPE contracts, Rutan, and CMS rules when hiring employees.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

30

---

List the position titles.

Building & Grounds Laborer; Private Secretary I; Executive II; Admin Assistant II; Building & Grounds Lead I; Site Technician II; Stationary Engineer; Public Service Admin; Librarian I; Senior Public Service Admin; Site Interpreter; Public Admin Intern; Site Services Specialist I; Human Resources Rep; Site Interpretive Coord; Manuscripts Manager.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

---

List the position titles.

Private Secretary I

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

8

---

List the position titles.

Private Secretary I Carpenter Senior Public Service Admin Building & Grounds Laborer Site Interpreter

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Director of Human Resources/EEO Officer conducts/participates in all hiring and closely monitors vacancies and applications. The Agency continues efforts to increase the diversity of hires, and all qualified minority applicants are considered when selecting candidates for opportunities in hiring and promotions.

---



If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

In my tenure as Director of Human Resources/EEO Officer, we have yet to participate in random selection of candidates. If the situation arises, I would contact CMS for instruction as to what method of random selections would be appropriate.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Director of Human Resources/EEO Officer monitors all hiring and interviewing. We do not currently have funds for recruitment or training.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

We do not have any recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Agency utilizes the CMS Posting System. The Agency is constrained by budget and is unable to do any extensive employment recruiting. We are also subject to hiring using the AFSCME/IFPE contracts, Rutan, and CMS rules when hiring employees.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

All employees, including Hispanic employees, are evaluated and considered for internal promotion as appropriate when opportunities are available. All employees, including Hispanic employees, are encouraged to attend training affordable to the Agency in order to improve efficiency, production and skills.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

I have not received recommendations from any of the above.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: Keith Chambers

Submitted: 12/7/2015 9:49:00 AM

Certification: I Agree

Individual Information: Dr. Ewa I. Ewa, CFO/Director of Personnel, 100 W. Randolph #5-100  
Chicago, Illinois 60601, 312-814-6281, ewa.ewa@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 5  | Officials and Managers     |
| 11 | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 3  | Para-Professionals         |
| 2  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

none

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

no

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

none

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Technical Advisor II

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

2

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

1

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1

---

List the position titles.

Administrative . Law Judge

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

n/a

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Office Associate

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

0

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

5

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

2

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

n/a

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

n/a

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

none.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

none

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

none

---

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

Name: no

Title: n/a

Is this person an Executive senior staff member?: n/a

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

none

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

none

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

none

---

## 2016 State Hispanic Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Rocco J. Claps

Submitted: 12/18/2015 2:36:00 PM

Certification: I Agree

Individual Information: Bobbie Wanzo, Deputy Director, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601, (312) 814-6245, Bobbie.Wanzo@Illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 7  | Officials and Managers     |
| 16 | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 7  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|    |                            |
|----|----------------------------|
| 10 | Officials and Managers     |
| 13 | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 4  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 30 | Officials and Managers     |
| 95 | Professionals              |
| 3  | Technicians                |
| 0  | Protective Service Workers |
| 7  | Para-Professionals         |
| 17 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. In Fiscal Year 2015, the Department was not underutilized in any EEO category for Hispanic employees. As of June 30, 2015, approximately 22% of its actual headcount was Hispanic.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

There were no increases or decreases in the number of Hispanics within the "Professional" EEO categories. There was an increase of (3) in the Office and Clerical EEO category and a decrease of (2) in the Officials and Managers EEO category.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

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 Human Resource staff meet regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. There was no underutilization in any EEO category. As of June 30, 2015, twenty-nine (29) DHR employees received the Spanish Speaking bilingual option. This was an increase from June 30, 2014.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.



## Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

5

---

How many Rutan panel interviews were conducted during FY 15?

27

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

16

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

12

---

List the position titles.

Human Rights Investigator I Human Rights Investigator II Human Rights Investigator III Data Processing Technician

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

---

List the position titles.

Human Rights Investigator I

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

6

---

List the position titles.

Human Rights Investigator I Senior Public Service Administrator

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

3

---

List the position titles.

Human Rights Investigator I

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

1

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

\* 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. \* All staff responsible for interviewing, recruiting, etc. must work closely with the Department EEO/AA Officer and Human Resource office to ensure that they have the appropriate information on the Department's underutilization in EEO categories. \* The Director or Director's designee is responsible for reviewing each hiring and promotion monitor.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Selection is made based on the CMS Bureau of Personnel guidelines for requesting the Open Competitive list and candidates from the Open Competitive list. The method for random selection of candidates on the Open Competitive list depends on the number of candidates on the Open Competitive list; however, if there are a large number of names on the list, selection is based on a numerical calculation. For example, if there are 100 candidates on the Open Competitive list, the interviewer may request every 5th candidate's name and information from CMS Personnel.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Department's Human Resource staff, Chief Legal Counsel, and Department EEO/AA Officer, closely monitor the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the personnel code, personnel rules, AFSCME contract, DHR supplemental agreement, and legislative mandates as 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 Department staff and other public and private entities on such topics as Diversity Awareness, Civility in the Workplace, Five Generations in the Workplace: Communicating through a Multigenerational Lens, Conflict Resolution, etc.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Department Human Resource staff meet regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. All staff responsible for recruiting and hiring have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute for Training and Development continue to train Department staff and other public and private entities on topics such as Diversity Awareness.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

There are a number of position titles involved in recruitment efforts participating in community relations and outreach for the purpose of ensuring a diverse Agency workforce. Agency staff work to identify potential candidates for employment with the Department of Human Rights. Specifically, recruiting for specific positions when needed; working with the Department's Human Resources staff to identify specific opportunities; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and, ensuring that individuals are aware of vacancies. In an effort to recruit individuals to address the Department's EEO categories, the Department may participate in activities such as workshops, seminars, conferences, job fairs, partnerships with community organizations; partnerships with non-profit

organizations, etc. The position of Human Rights Investigator is the most frequently filled position.

---

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

Name: Hector Villagrana, Amalia Martinez, Abdi Maya

Title: Senior Public Service Administrator, Public Service Administrator

Is this person an Executive senior staff member?: Hector Villagrana is a member of the Executive Committee. Amalia Martinez is a Supervising Attorney

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The Chief of Legislative and Intergovernmental Affairs is a member of the Hispanic Employment Advisory Council 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 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 outreach, education and training. The Department 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.

---

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?

The Agency completes and submits the required "Bilingual Needs and Bilingual Pay Survey". The 2015 Survey was completed as required. The Department will submit the appropriate information to the General Assembly, as required.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

\* The Department Human Resource staff meet regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. \* A number of Department employees participate in government training associations such as the Illinois Association of Hispanic Employees (IAHSE) which provides educational and professional development of Hispanic State employees. \* The Department's staff also assists employees to match their skills with available promotional opportunities. \* The Department has employees who participate in the Upward Mobility Program.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

1

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Department staff continues to work closely with CMS' Bureau of Personnel staff on the hiring and promotion process, diversity programs and recruitment efforts. The Department staff continues to work with the CMS Bureau of Personnel staff 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. The individuals listed are members of the Department's Executive Committee. The Department continues to improve its website; 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 information and services provided by the Department.

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## 2016 State Hispanic Employment Plan Survey

Agency: Human Services

Director/Secretary: James T. Dimas

Submitted: 12/17/2015 11:14:00 AM

Certification: I Agree

Individual Information: Scott Viniard, BES Bureau Chief / Acting HR Director, 100 S. Grand Ave. E.,  
Springfield, IL 62762, 217.557.9264, Scott.Viniard@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 46  | Officials and Managers     |
| 746 | Professionals              |
| 142 | Technicians                |
| 12  | Protective Service Workers |
| 82  | Para-Professionals         |
| 91  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 36  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|     |                            |
|-----|----------------------------|
| 31  | Officials and Managers     |
| 630 | Professionals              |
| 28  | Technicians                |
| 4   | Protective Service Workers |
| 67  | Para-Professionals         |
| 84  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 546   | Officials and Managers     |
| 6,046 | Professionals              |
| 3,986 | Technicians                |
| 127   | Protective Service Workers |
| 658   | Para-Professionals         |
| 722   | Office and Clerical        |
| 0     | Skilled Craft Workers      |
| 740   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

13,125

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|     |                            |
|-----|----------------------------|
| 0   | Officials and Managers     |
| 0   | Professionals              |
| 109 | Technicians                |
| 0   | Protective Service Workers |
| 0   | Para-Professionals         |
| 0   | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 84  | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

IDHS' Bureau of Civil Affairs does not currently track job titles, only EEO job categorical data. Of the 1,169 new non-vet hires, 133 or 11% were Hispanics. Of the 123 new vet hires, 4 or 3% were Hispanics. In FY15 total Hispanic underutilization = 125 and in FY16 total Hispanic underutilization = 193.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The EEO categories evidenced slight increases in the underutilization from last year. 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. Additionally, IDHR changed their regional map from 11 regions to 10 regions, to better reflect commuting patterns in the state. They are now using similar maps used by the Department of Labor and the Department of Commerce & Economic Opportunity. Because of this it will be difficult to compare this FY with the prior FY. Underutilization Summary: Officials/Managers - continues to be at parity; Professionals - decreased by 1, putting it at parity; Technicians - increased by 65; Protective Services - continues to be at parity; Para-Professionals - continues to be at parity; Office/Clerical - decreased by 2, putting it at parity; and Service/Maintenance - increased by 6. EEO Job Category Technicians increased by 65 in DHR's new Region 1, however the Shapiro Developmental Center moved to Region 1 per Regional changes by IDHR.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

In addition to routine recruitment, targeted events/targeted recruitment is conducted to address a specific underutilized categories. Also, Monthly Recruitment, Hiring and Discipline Committee meetings, and quarterly Limited English Proficiency Committee meetings are held with recommendations of ways of improvement. The Recruitment Unit utilizes a Recruitment Database, which includes recruitment partners of English, Latin and Asian descent. Communications are sent specifically to targeted community groups and partners including e-blasts to the above mentioned groups. The Recruitment Unit routinely participates in events targeting the Latino community through recruitment events in an effort to recruit potential candidates, for example the League of United Latin American Citizens (LULAC). The Office of Hispanic and Latino Affairs (OHLA) also sends e-blasts to their targeted email list with 900-1,200 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. The Bureau of Recruitment and Selection and partner 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 Bureau of Recruitment and Selection, the Office of Hispanic and Latino Affairs, the 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. IDHS hopes to gain insight from the trainings the Department of Central Management Services will provide per recommendation by the Department of Human Rights (DHR) to assist DHS in meeting DHR's standard for minority goals of 25%. The titles that will be targeted are those that fall under the EEO Categories where underutilization exists (Technicians and Service/Maintenance categories).

---

How many Human Resources staff are there in your agency?

128

---

How many of those Human Resources staff are minorities?

105

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

34

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How many Rutan panel interviews were conducted during FY 15?

3,891

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

1,382

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

947

---

List the position titles.

Administrative Assistant I & II, Accountant, Accountant Advanced, Accountant Supervisor, Account Technician II, Activity Therapist, Activity Therapist Coordinator, Clinical Pharmacist, Clinical Psychologist, Cook I, Dietitian, Disability Claims Adjudicator I & II, Disability Claims Adjudicator Trainee, Disability Claims, Analyst, Disability Claims Specialist, Disability Appeals Officer, Educator, Electrician, Executive I & II, Executive Secretary I, II & III, Guard II, Habilitation Program Coordinator, Health Information Administrator, Hearing & Speech Specialist, Human Services Caseworker, Human Services Caseworker Manager, Human Resources Associate, Human Resources Representative, Human Resources Specialist, Information Systems Analyst I

& II, Institutional Maintenance Worker, Internal Security Investigator II, Library Associate, Licensed Practical Nurse II, Maintenance Equipment Operator, Management Operations Analyst II, Medical Administrator II, Mental Health Administrator I, Mental Health Recovery Support Specialist I & II, Mental Health Specialist I, Methods & Procedures Advisor III, Mental Health Technician I, II, III, IV & V, Mental Health Technician Trainee, Office Assistant, Office Associate, Office Coordinator, Office Administrator III, Office Aide, Office Clerk, Public Aid Eligibility Assistant, Pharmacy Manager, Pharmacy Technician, Physician, Physician Specialist, Public Service Administrator, Psychologist III, Public Aid Quality Control Reviewer, Rehab Case Coordinator I & II, Rehab Counselor Senior, Rehab Services Advisor I, Rehab Workshop Instructor II, Rehab Mobility/Instructor, Reimbursement Officer I, Reproduction Services Supervisor I, Residential Care Worker, Residential Care Worker Trainee, Residential Services Supervisor, Registered Nurse I & 2, Security Officer, Security Officer Chief, Security Officer Sergeant, Security Therapy Aide I, II, III & IV, Security Therapy Aide Trainee, Social Service Program Planner II, III & IV, Social Service Career Trainee, Social Worker II, III & IV, Senior Public Service Administrator, Staff Development Specialist I, Storekeeper I & II, Stores Clerk, Support Services Coordinator I, Support Service Worker, Support Service Lead, Switchboard Operator II, Technical Advisor II, Telecommunications Systems Analyst, Transportation Officer, Vocational Instructor

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

43

---

List the position titles.

Administrative Assistant I & II, Accountant, Accountant Advanced, Accountant Supervisor, Account Technician II, Activity Therapist, Activity Therapist Coordinator, Clinical Pharmacist, Clinical Psychologist, Cook I, Dietitian, Disability Claims Adjudicator I & II, Disability Claims Adjudicator Trainee, Disability Claims analyst, Disability Claims Specialist, Disability Appeals Officer, Educator, Executive I & II, Executive Secretary I, II & III, Guard II, Habilitation Program Coordinator, Health Information Administrator, Hearing and Speech Specialist, Human Service Caseworker, Human Service Caseworker Manager, Human Resources Assistant, Human Resources Associate, Human Resources Representative, Human Resources Specialist, Information Systems Analyst I & II, Institutional Maintenance Worker, Internal Security Investigator II, Library Associate, Licensed Practical Nurse II, Maintenance Equipment Operator; Management Operations Analyst II; Medical Administrator II, Mental Health Administrator I, Mental Health Recovery Support Specialist I, Mental Health Recovery Support Specialist II, Mental Health Specialist I, Methods & Procedures Advisor III, Mental Health Technician I, II, III, IV, V, Mental Health Technician Trainee, Office Assistant, Office Associate, Office Coordinator, Office Administrator III, Office Aide, Office Clerk, Public Aid Eligibility Assistant, Pharmacy Manager, Pharmacy Technician, Physician, Physician Specialist, Public Service Administrator, Psychologist III, Public Aid Quality Control Reviewer, Rehab Case Coordinator I & II, Rehab Counselor, Rehab Counselor Senior, Rehab Services Advisor I, Rehab Workshop Instructor II, Rehab/Mobility Instructor, Reimbursement Officer I, Reproduction Services Supervisor I, Residential Care Worker, Residential Care Worker Trainee, Residential Services Supervisor, Registered Nurse I & II, Security Officer; Security Officer Chief, Security Officer Sergeant, Security Therapy Aide I, II, III & IV, Security Therapy Aide Trainee, Social Service Program Planner III & IV, Social Service Career Trainee, Social Worker II, III & IV, Senior Public Service Administrator, Staff Development Specialist I, Storekeeper I & II, Stores Clerk, Support Service Coordinator I, Support Service Lead, Support Service Worker, Switchboard Operator II, Technical Advisor II, Telecommunications systems Analyst, Transportation Officer

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How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2,337

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List the position titles.

IDHS' Bureau of Civil Affairs does not currently track titles, only EEO Job categorical data.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

286

---

List the position titles.

IDHS' Bureau of Civil Affairs does not currently track titles, only EEO Job categorical data.

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

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.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

If the Open Competitive List is requested for a position that is included in an Affirmative Action Group in a Region that indicates underutilization is present, the list will be reviewed for candidates whose race is listed as the underutilized group and they will be selected to be included.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

IDHS has a centralized Recruitment and Selection Unit, the Bureau of Recruitment and Selection (BRS), responsible for all hiring. BRS staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS through its Recruitment, Hiring and Discipline Committee conducts quarterly meetings to discuss and monitor all legislative mandates of the Hispanic Employment Plan. IDHS' Office of Hispanic and Latino Affairs (OHLA) and the Bureau of Refugee and Immigrant Services have an extensive network of non-profits that help with the recruitment efforts of minorities. BRS has a Technician Selection Program, which maintains and reports on the number of minority applicants recruited and eligible for employment as a Mental Health Technician Trainee through the Recruitment, Hiring and Discipline Committee and at the Executive level of

the organization. BRS is aware of the underutilization of Hispanic Americans in the Technician EEO Category. IDHS is working closely with CMS to come up with a plan to eliminate/reduce Hispanic underutilization.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

IDHS Bureau of Recruitment and Selection Staff collaborate with representatives from the Department of Human Rights, Central Management Services and Division of Civil Affairs on an ongoing basis. This collaboration involves training from these professionals in the field of recruitment. Specific Recruitment Strategies for Asian American, Hispanics and African Americans are discussed and plans are developed.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Recruitment, Hiring and Discipline Committee meetings are held, quarterly. IDHS is working closely with CMS to come up with a plan to eliminate/reduce Hispanic underutilization.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

OHLA assists, but is not designated, OHR in recruitment efforts; works with EEO office and OHR on recruiting Latinos, African Americans, Asians, Polish, Russian, Urdu, etc; recruits at community events, through email blasts and legislators.

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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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

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 (UMP), which is a joint venture between CMS and AFSCME. UMP is a career program designed to help state employees with advancement in State government.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

95

---

How many veterans were hired externally during the year?

123

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How many were Hispanic veterans?

4

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

In the FY16 Affirmative Action Plan, the Department of Human Services failed to meet the Department of Human Rights' standard for hiring minority goal of 25%, and the Department of Human Rights has made a referral to the Department of Central Management Services for training. IDHS is working closely with CMS to come up with a plan to eliminate/reduce underutilization.

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## 2016 State Hispanic Employment Plan Survey

Agency: Illinois Board of Higher Education

Director/Secretary: Dr. James L. Applegate, Exe

Submitted: 12/9/2015 9:15:00 AM

Certification: I Agree

Individual Information: Dr. Arthur Sutton, Deputy Director for Diversity & Outreach, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, 217-557-7347, [sutton@ibhe.org](mailto:sutton@ibhe.org)

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As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

IBHE submits an annual Affirmative Action Plan to the Department of Human Rights covering policies activities for employees. The agency and is in compliance with the Department of Human Rights.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No change

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Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The agency considers (does/will) employment opportunities as positions are available.

---

How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

Associate Director for Diversity & Outreach

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

7

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List the position titles.

Executive Deputy Director Deputy Director for External Relations & Government Relations  
Budget Officer (Associate Director) Senior Fiscal Officer (Associate Director) Associate Director  
for Academic Affairs Assistant Director for Academic Affairs/ Private Business & Vocational  
Schools Assistant Director for Academic Affairs

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

None

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

10

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List the position titles.

Deputy Director for Fiscal Affairs & Budgeting, new hire Deputy Director for Information Systems  
& Technology, new hire Budget Office (Associate Director), new hire Assistant Director for  
Academic Affairs, new hire Assistant Director for Academic Affairs/Private Business & Vocational  
Schools, 2 new hires, 1 promotion Budget Analyst (Assistant Director), promotion Office Support  
Specialist (Secretary IV), 1 new hire Office Support Associate (Secretary III), 1 new hire

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

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List the position titles.

None

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How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO officer completes hiring and promotion monitoring for employment transactions in the agency.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

No random selection.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

IBHE staff has work in compliance of the agency Affirmative Action Plan submitted to the Department of Human Rights. Meetings and employment activity follow agency policy and plan.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The agency has policy for equal employment practice. The Human Resource and EEO officer/s review preparation and hiring transactions in the agency.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

IBHE works with state agencies, educational and cultural groups to support and encourage outcomes in this area.

---

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

Name: Richard Tapia

Title: Associate Director for Diversity & Outreach

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The liaison works with state agencies, cultural groups and educational institutions to promote successful activity this area.

---

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?

Compliant

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

None.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made.

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## 2016 State Hispanic Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Cholly Smith

Submitted: 12/8/2015 12:01:00 PM

Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Avenue,  
Springfield, IL 62701, (217) 785-1407, lmyers@icc.illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 2 | Officials and Managers     |
| 4 | Professionals              |
| 0 | Technicians                |
| 0 | Protective Service Workers |
| 1 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 48  | Officials and Managers     |
| 147 | Professionals              |
| 4   | Technicians                |
| 5   | Protective Service Workers |
| 7   | Para-Professionals         |
| 4   | Office and Clerical        |
| 1   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

216

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

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

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes; the Illinois Commerce Commission lost one Hispanic Protective Service individual during the past year, due to retirement.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Due to budget constraints, we are not sure we will be doing much hiring this year.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

9

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

35

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List the position titles.

TRANS Investigator I Administrative Law Judge III - ALJ ICC Police Officer II ICC Police Officer II Executive IV Manager Pipeline Safety Analyst II Legislative Liaison II Office Associate Office Associate Pipeline Safety Analyst II Executive IV Executive IV Bureau Chief Homeland Security Director Railroad Safety Specialist IV Manager Administrative Law Judge V - ALJ Technical Advisor V Senior Public Information Officer Railroad Safety Specialist III Operations Technician Executive Secretary II Administrative Law Judge V - ALJ Administrative Assistant III Technical Advisor III Administrative Assistant I Railroad Safety Specialist III Railroad Safety Specialist III Executive Director Administrative Law Judge III - ALJ Chief - Police Bureau Chief Technical Advisor V Technical Advisor V

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

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List the position titles.

ICC Police Officer II

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

20

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List the position titles.

General Counsel Executive IV Executive IV Chief - Police Bureau Chief Executive Director Technical Advisor V Technical Advisor V Executive IV Technical Advisor V Senior Public Information Officer Executive IV Office Associate Office Associate Bureau Chief Deputy Executive Director Pipeline Safety Analyst II Pipeline Safety Analyst II Pipeline Safety Analyst II Pipeline Safety Analyst II

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

Chief - Police

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

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.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

No training was provided as there were no new recruitment staff added. No budget for such training exists.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

None. No budget for training exists.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

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## 2016 State Hispanic Employment Plan Survey

Agency: Illinois Health Information Exchange Auth Director/Secretary: Mason Budelier

Submitted: 12/18/2015 4:31:00 PM

Certification: I Agree

Individual Information: Krysta Heaney, Policy and Compliance Manager, 100 W. Randolph St., Suite 4-750, Chicago, IL 60601, 312-814-1856, Krysta.Heaney@Illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

- 3 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Due to the small size of the Agency (10 employees) and the number of individuals in any EEOA category during the past fiscal year, the Agency had no underutilization. The Agency monitors the number of Hispanics employed by the Agency through its quarterly Affirmative Action reporting activities.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes, three employees separated from the Agency. Executive Director (Officials and Managers)  
Assistant Chief Financial Officer (Officials and Managers) Private Secretary II (Office and Clerical)

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

During FY15, the Agency did not have public facing programs that required bilingual employees. If, in the future, the Agency requires bilingual employees, we will reach out to the Hispanic Employment Plan Advisory Council for assistance in determining where to post/recruit to fill such positions. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

How many Human Resources staff are there in your agency?

0

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Director of Client Relationships Policy and Compliance Manager

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

4

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

8

---

List the position titles.

Executive Director General Counsel Chief Technology Officer Chief Information Officer  
Assistant Chief Financial Officer Acting Chief Financial Officer Private Secretary II MPI Analyst

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

3

---

List the position titles.

Executive Director Assistant Chief Financial Officer Private Secretary II

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

5

---

List the position titles.

General Counsel Assistant Chief Financial Officer MPI Analyst MPI Analyst Private Secretary II

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

Assistant Chief Financial Officer

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

No underutilization found. However, all agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool.



Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Administrative and Regulatory Shared Services Center administers Human Resources on behalf of the Agency. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

No training specific to the recruitment of Hispanics or any other group has been undertaken. The agency has been successful in hiring Hispanic employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

No specific steps have been taken. However, as needed in the future, the agency will reach out to the Hispanic Employment Plan Advisory Council for recommendations with regard to employment strategies. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Illinois Statewide Training clearinghouse is available for use by all employees.  
<http://www.intra.state.il.us/tch/>. As the agency is new, at this time no other sponsored training opportunities are available. However, the agency supports its employees in their efforts to obtain professional development and related subject matter training from resources outside the agency.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No - N/A

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## 2016 State Hispanic Employment Plan Survey

Agency: Insurance

Director/Secretary: Anne Melissa Dowling

Submitted: 12/16/2015 12:09:00 PM

Certification: I Agree

Individual Information: Diana Villamil Zuver, Assistant General Counsel, Ethics Officer and EEO/AA Officer, 122 S. Michigan Ave, 19th Floor, Chicago, IL 60603, 312-814-8135, diana.v.zuver@illinois.gov

---

As of June 30, 2015, 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 |
| 1 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 76  | Officials and Managers     |
| 105 | Professionals              |
| 49  | Technicians                |
| 0   | Protective Service Workers |
| 8   | Para-Professionals         |
| 11  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 0   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The agency utilizes Shared Services to assist in monitoring successes concerning minority hiring. Position titles filled by Hispanics during the fiscal year include: Office Coordinator and Private Secretary II.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Paraprofessional: 1 increase The Agency had no decreases in the number of Hispanics within any of the EEO occupational categories.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Agency recognizes the advantages of a diverse workforce and aims to employ workers from different backgrounds. These goals are discussed in both senior staff and HR meetings, including the need to address any underutilization of specific EEO categories and/or the need for Spanish-speaking bilingual staff.

---

How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

4

---

List the position titles.

3 - SPSA 1 - PSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

3

---

How many Rutan panel interviews were conducted during FY 15?

133

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

7

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

47

---

List the position titles.

2-ACCOUNTANT 4-ACCOUNTANT ADVANCED 1-ADMINISTRATIVE ASST 2 1-CHIEF  
INTERNAL AUDITOR 2-INFORMATION SYSTEMS ANALYST 1 1-INFORMATION  
SYSTEMS ANALYST 2 2-INSURANCE PERFORMANCE EXAMINER 3 2-INSURANCE  
ANALYST 2 2-INSURANCE ANALYST 3 4-INSURANCE ANALYST 4 4-INSURANCE  
COMPANY FIELD STAFF EXAMINER 2-INSURANCE COMPANY FIELD STAFF EXAMINER  
TRAINEE 1-OFFICE ASSOCIATE 1-OFFICE COORDINATOR 1-OFFICE SPECIALIST 1-  
PRIVATE SECRETARY 2 6-PUBLIC SERVICE ADMINISTRATOR 10-SENIOR PUBLIC  
SERVICE ADMINISTRATOR

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How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

43

---

List the position titles.

1 - INSURANCE PERFORMANCE EXAMINER 1 2 - ACCOUNTANT ADVANCED 3 -  
ACTUARIAL ASSISTANT 1 - ADMINISTRATIVE ASSISTANT 2 1 - HUMAN RESOURCES  
SPECIALIST 2 - INFORMATION SYSTEMS ANALYST I 1 - INFORMATION SYSTEMS  
ANALYST II 2 - INSURANCE ANALYST 2 1 - INSURANCE ANALYST 3 1 - INSURANCE  
ANALYST I 2 - INSURANCE ANALYST II 1 - INSURANCE COMPANY FIELD STAFF  
EXAMINER TRAINEE 3 - INSURANCE PERFORMANCE EXAMINER 1 1 - INTERNAL  
AUDITOR I 1 - METHODS & PROCEDURES ADVISOR I 1 - OFFICE COORDINATOR 4 -  
OFFICE ASSOCIATE 1 - PRIVATE SECRETARY 2 7 -PUBLIC SERVICE ADMINISTRATOR  
4 - SENIOR PUBLIC SERVICE ADMINISTRATOR 3 - WORKERS COMP INSURANCE  
COMPLIANCE INVESTIGATOR

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

2

---

List the position titles.

1 - OFFICE COORDINATOR 1 - PRIVATE SECRETARY 2

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Agency utilizes Shared Services for a majority of its hiring needs. The EEO Officer monitors underutilization and reviews the Hiring & Promotion Monitors received from Shared Services to ensure compliance with all hiring mandates.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Agency utilizes Shared Services for a majority of its hiring needs, including interviewing and recruiting. The EEO Officer monitors underutilization and reviews the Hiring & Promotion Monitors received from Shared Services to ensure compliance with all hiring mandates. Underutilization is reported to Shared Services, internal HR staff, the Director and senior management.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Agency utilizes Shared Services for a majority of its hiring needs, including interviewing and recruiting.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Agency uses Shared Services for a majority of activities concerning hiring, including recruitment and interviewing. However, the Agency recognizes the advantages of a diverse workforce and aims to employ workers from different backgrounds. These goals are discussed in both senior staff and HR meetings. Underutilization is reported to Shared Services, and the EEO Officer reviews Hiring and Promotion Monitors to ensure the Agency is addressing any underutilization.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Retention of skilled employees is fundamental to the success of the Agency. Staff is generally allowed to take state-sponsored courses and quality, free programs in their local community to increase skills.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

3

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Investment Board

Director/Secretary: William R. Atwood

Submitted: 12/21/2015 2:17:00 PM

Certification: I Agree

Individual Information: Alise White, Deputy Executive Director, 180 N. LaSalle - Suite 2015 Chicago Illinois 60601, 312-793-5714, alise.white@illinois.gov

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As of June 30, 2015, 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, 2015, 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, 2015, 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
  - 1 Para-Professionals
  - 1 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

ISBI in the last year broaden its recruiting efforts to include university recruiting to tap into the more diverse university student body population. We are seeing a more diverse pool of candidates apply but no Hispanics made it to final hire as of yet. Our work force is very stable so we expect to see improved results as hiring goes forward.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

ISBI in the last year broaden its recruiting efforts to include university recruiting to tap into the more diverse university student body population. We are seeing a more diverse pool of candidates apply but no Hispanics made it to final hire as of yet. Our work force is very stable so we expect to see improved results as hiring goes forward.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

none

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1

---

List the position titles.

Chief Information Officer

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

none

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

---

List the position titles.

Investment Compliance Officer Manager of Risk and Analytics

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

none

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Illinois State Board of Investment is a very small agency so there is no underutilization in minority categories.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Candidates are sourced through temp to perm arrangements, university recruiting and professional association recruiting.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

I keep up to date on all EEO compliance issues during my meetings with our Department of Human Rights liaison Chet Pinski. I review the bulletins on EEO issues that he provides. I am a member of SHRM Society for Human Resource Management and I review their materials.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

I keep up to date on all EEO compliance issues during my meetings with our Department of Human Rights liaison Chet Pinski. I review the bulletins on EEO issues that he provides. I am a member of SHRM Society for Human Resource Management and I review their materials.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

On campus recruiting and professional association recruiting. Also networking with recruiters in various employment agencies.

---

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

Name: Alise White

Title: Deputy Executive Director

Is this person an Executive senior staff member?: yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

On campus recruiting and professional association recruiting. Also networking with recruiters in various employment agencies.

---

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?

ISBI is not subject to the State Services Assurance Act.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Agency staff attend industry conferences, they moderate industry panels and participate in various external industry training opportunities to strengthen their skills.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

There were no recommendations made.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Candice Jones

Submitted: 12/21/2015 11:47:00 AM

Certification: I Agree

Individual Information: Fernando Chavarria, Acting Chief, EEO/AA, 100 W. Randolph St. Ste. 4-200  
Chgo. IL 60601, (312) 814-3790, Fernando.Chavarria@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 1  | Officials and Managers     |
| 49 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 1  | Office and Clerical        |
| 1  | Skilled Craft Workers      |
| 4  | Service-Maintenance        |

---

As of June 30, 2015, 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     |
| 6 | 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 54  | Officials and Managers     |
| 827 | Professionals              |
| 14  | Technicians                |
| 0   | Protective Service Workers |
| 20  | Para-Professionals         |
| 22  | Office and Clerical        |
| 31  | Skilled Craft Workers      |
| 53  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,021

---

As of June 30, 2015, 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  
1 Skilled Craft Workers  
4 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Our agency conducts a statistical analysis each quarter to monitor underutilization. Also both Hiring and Promotion monitors are reviewed to monitor if underutilization is being addressed in each Region.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes Officials and Administrators- Parity Professionals +3 Technicians- Parity Para-Professionals- Parity Office and Clerical+1 now at Parity Skilled Craft Workers-1 Service Maintenance- No Change.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

DJJ conducts a statistical analysis of each quarter to monitor underutilization. Also both Hiring and Promotion monitors are reviewed to monitor if underutilization is being addressed in each Region. Based on the underutilization numbers, the focus was made during the hiring of Juvenile Justice Intern Specialists to target Hispanic candidates.

---

How many Human Resources staff are there in your agency?

8

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How many of those Human Resources staff are minorities?

3

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

SPSA/Regional Administrator, PSA/Acting Chief, EEO/AA.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

5

---

How many Rutan panel interviews were conducted during FY 15?

69

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

2

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

139

---

List the position titles.

SPSA/PSA; Educator; Juvenile Justice Specialist Intern; Juvenile Justice Specialist; Juvenile Justice Specialist Supervisor; Juvenile Justice Youth & Family Specialist; Office Associate; Office Coordinator; Maintenance Craftsman; Social Worker.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

6

---

List the position titles.

Juvenile Justice Specialist

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

109

---

List the position titles.

JJS Intern; JJS Supervisor; Educator; ASPSA/PSA.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

5

---

List the position titles.

JJS Intern

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer reviews recommendations for hires and promotions or transfers that are completed on Hiring and Promotion Monitors prior to any Commitments being made to fill the position.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When an Open Competitive List is utilized for selection of candidates, a pattern is established by Shared Services such as every 5th person being invited to participate in the interview process.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring and Promotion Monitor prior to any commitments are made to fill the position. Recruiters participate in Job Fairs, and recruitment activities that target Hispanics that are sponsored by IAHSE, ILLCF and the Latino Family Commission, educational institutions, Faith-based and community based organizations and Local Workforce Investment Act Boards around the State. Recruiters are also trained to focus on underutilization in targeted areas.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Recruitment staff accompany the Acting Chief of EEO/AA when he conducts LWIA Recruitment workshops and CMS State Employment Workshops. The LWIA Pilots have been approved by IDHR as a means of addressing Under Utilizations for Minority groups, Women and People with Disabilities.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The LWIA Pilot partners with IDHS, CMS and ST. Paul Church of Christ to conduct recruitment workshops in underserved communities in the Chicago and Quad cities areas. Through the LWIA Pilot partnerships with Institutions of Higher Learning have hosted events in Chicago East Moline and Kewanee at no cost to the agency. Recruiters participate in employer and legislative conferences, recruitment fairs sponsored Minority Legislators focusing on the Hispanic Community.

---

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

Name: Fernando Chavarria

Title: Acting Chief, EEO/AA

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Hispanic liaison serves a Ex Officio on the Hispanic Employment Plan Commission and Latino Family Commission. He also conducts recruitment workshops with the Local Workforce Investment Act Boards (LWIA), IDHS, CMS and Faith based Organizations targeting Hispanics statewide.

---

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 EEO/AA office continues to test willing bilingual employees, add Spanish Speaking options to the Juvenile Justice Specialist position and expand the LWIA pilot in Northern Region to other parts of the State and continue to attend Hispanic related conferences, recruitment fairs and have the EEO/AA Chief serve as an Ex-Officio on the Hispanic Employment Plan Commission and IL Latino Family Commission.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Upward Mobility Program is available and encouraged within the agency for employee's career advancement. It should also be noted that staff opportunities for promotion exist within negotiated contractual language such as Filling of Vacancies.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

133

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

7

---

How many veterans were hired externally during the year?

62

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

It was recommended that the agency continues to hire and promote Hispanics in order to reach parity in the underutilization categories.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Labor Department

Director/Secretary: Director Hugo Chaviano

Submitted: 12/18/2015 3:59:00 PM

Certification: I Agree

Individual Information: Ann Pufundt (NOTE: "999" answers = info not available due to transition/change in administration), Director of Human Resources, 900 South Spring Street, Springfield, IL 62704, 217-557-0819, Ann.Pufundt@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2015, 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     |
| 5 | Professionals              |
| 2 | Technicians                |
| 0 | Protective Service Workers |
| 3 | Para-Professionals         |
| 1 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 21 | Officials and Managers     |
| 33 | Professionals              |
| 31 | Technicians                |
| 0  | Protective Service Workers |
| 13 | Para-Professionals         |
| 9  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Through monitoring of bilingual needs, we are able to better serve the public by offering services from several Spanish-speaking employees

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Through normal employment processes of hiring/separation: - 1 Hispanic Professional + 2 Hispanic Office/Clerical

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Management continually analyzes information through case management tracking and daily office activities to monitor the needs of the office for Hispanic/bilingual staff

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

Private Secretary II Fair Labor Standards Division Manager (SPSA) Chief Information Officer (SPSA)

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

999

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

28

---

List the position titles.

Public Service Administrator, Senior Public Service Administrator, Administrative Assistant I, Labor Conciliator, Industrial Services Hygienist, Office Assistant (list may be incomplete due to transition)

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

3

---

List the position titles.

Public Service Administrator Administrative Assistant I Labor Conciliator

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

25

---

List the position titles.

Office Associate, Labor Conciliator, Public Service Administrator, Senior Public Service Administrator, Private Secretary II, Public Safety Inspector

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

6

---

List the position titles.

Office Associate Senior Public Service Administrator Private Secretary II

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Completion of Hiring Monitors when filling vacancies

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

n/a

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Materials/meetings were not necessary as the agency was at parity for Hispanic employees in FY15. However, the EEO/AA Officer monitors minority hiring through processes and reporting to the Department of Human Rights. Legislative mandates are monitored by our Legislative Liaison through coordination with Human Resources staff.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

n/a

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Continual monitoring of minority employment by the EEO/AA Officer in efforts to maintain/reach parity

---

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

Name: n/a

Title: n/a

Is this person an Executive senior staff member?: n/a

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Employee participation in the Upward Mobility Program and Minorities in Government Conferences

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

6

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

---

How many veterans were hired externally during the year?

4

---

How many were Hispanic veterans?

1

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

n/a

---

## 2016 State Hispanic Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Melissa Mlynski

Submitted: 12/17/2015 10:45:00 AM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S-400, Chicago, 60601, 312.793.6426, carla.stone@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

- 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 3 Officials and Managers
  - 11 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The ILRB has been successful in hiring Hispanic candidates in the past, when recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes. The ILRB hired a Hispanic Female in the SPSA vacancy.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

In an effort to recruit individuals the ILRB post all vacancies on the Work Illinois websites as well as various law schools and Bar Association websites.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

1

---



For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

2

---

List the position titles.

SPSA and Technical Advisor II

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

---

List the position titles.

Public Admin Intern SPSA

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

SPSA

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Personnel Manager reminds hiring staff of the AAEP whenever there is an opportunity to hire.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When random selection is available, qualified candidates from all EEO/AA categories are invited for interview.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

It is the responsibility of the Executive Director, General Counsel and Deputy General Counsel and the Personnel Manager to comply with the mandates of the Hispanic Employment Plan; Also, the Personnel Manager completes and submits the Agency's EEO/AA Plan to the Illinois Department of Human Rights and reviews with the Executive Director to determine underutilized positions.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The IL Labor Relations Board (ILRB) completes the EEO/AA Plan. The senior staff is notified, if any of the underutilized positions and will be addressed during the hiring process. The ILRB is not underutilized in any category. Quarterly reports are also submitted to the Illinois Department of Human Rights.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

ILRB has the Public Admin Intern program that it utilizes to provide employees with the opportunity for career enhancement within the agency. Also, in an effort to recruit individuals the ILRB post all vacancies on the Work Illinois websites as well as various law schools and Bar Association websites.

---

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

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations

---

## 2016 State Hispanic Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell

Submitted: 12/18/2015 12:08:00 PM

Certification: I Agree

Individual Information: Renee Strickland, Personnel Manager, 160 N. LaSalle St., Suite N-400,  
Chicago, IL 60601, 312/793-3245, renee.strickland@illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 5 Officials and Managers
  - 5 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Post all employment opportunities on public websites (work 4 Illinois) and law school sites.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1

---

List the position titles.

Public Service Administrator, 8L

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Technical Advisor II.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Annual review of EEO/AA policy/plan and reports. No underutilization.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When random selection is available, qualified candidates from all EEO/AA categories are invited for interview.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Individuals responsible for hiring decisions are aware of the mandates of the Plan. The agency's personnel manager attends training provided by CMS and confers with the agency's EEO/AA

liaison.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Information regarding the annual IAHSE provided. Liaison attends conference if available.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Post employment opportunities on public and private websites Assists individuals interested in employment or internship opportunities Attends IAHSE conference when available

---

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

Name: Victor Blackwell

Title: Executive Director

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Assists individuals interested in employment/internship opportunities. Attends IASHE conference.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations made.

---



## 2016 State Hispanic Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Kevin McClain

Submitted: 12/7/2015 9:13:00 AM

Certification: I Agree

Individual Information: Anthony Raffety, Program Manager, 4500 S. 6th St. Rd., Springfield, IL.  
62703, 217-782-4540, anthony.raffety@illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, provide the underutilization for Hispanics by category:

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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

While the Law Enforcement Training and Standards Board has fewer than 10 employees in each job category in each region, we do employ an EEO Officer that monitors every stage of the hiring process, manages grievances, and completes quarterly and annual human rights reports to ensure compliance with all legislative mandates for Equal Employment Opportunity and Affirmative Action.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

NO

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

N/A

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

1

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1

---

List the position titles.

SENIOR PUBLIC SERVICE ADMINISTRATOR

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

PRIVATE SECRETARY ACCOUNTANT ADVANCED POLICE TRAINING SPECIALIST

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

N/A

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

While the Law Enforcement Training and Standards Board has fewer than 10 employees in each job category in each region, we do employ an EEO Officer that monitors every stage of the hiring process, manages grievances, and completes quarterly and annual human rights reports to ensure compliance with all legislative mandates for Equal Employment Opportunity and Affirmative Action.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 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?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

NO

---

## 2016 State Hispanic Employment Plan Survey

Agency: Lottery

Director/Secretary: B.R. Lang

Submitted: 12/10/2015 9:38:00 AM

Certification: I Agree

Individual Information: Lydia S. Mills, HR Lianison; Labor Relation, EEO & AA Officer,  
Lydia.S.Mills@illinois.gov, 217-524-5252, Lydia.S.Mills@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 0 | Officials and Managers     |
| 4 | 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 18 | Officials and Managers     |
| 64 | Professionals              |
| 14 | Technicians                |
| 0  | Protective Service Workers |
| 24 | Para-Professionals         |
| 14 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 2  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Lottery hiring interviewing and recruitment efforts are done by the A&R Shared Service Center. the A&R Shared Service Centers staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Rules & Regulations.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

There were no increases or decreases in the number of Hispanics from prior fiscal year.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Lottery is part of A&R Shared Services, it is their reasonability to do all planning.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

20

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

18

---

List the position titles.

Lottery Telemarketing Rep. Lottery Sales Rep[. Office Associate Regional Coordinator  
Executive Secretary I Sr Public Service Administrator Public Service Administrator

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

28

---

List the position titles.

Lottery Sales Rep. Lottery Telemarketing Rep. Private Secretary Public Service Administrator  
Sr. Public Service Administrator Administrative Assistant II Technical Advisor II Office  
Coordinator

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Lottery relies on A&R shared Services staff to follow the statue as it related to the hiring process.  
In addition, Lottery EEO Officer reviews and signs off on all hiring and promotional monitors.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Once again this process would be handled by A&R Shared Services.

---



During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Lottery hiring, interviewing and recruitment efforts are done by the A&R Shared Service Center. The A&R Shared Services staff is Rutan Certified and Mandated to follow all applicable State of Illinois Personnel Rules & Regulations.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Central Management Services sponsors career enhancement and self development class to employees at no cost. It also sponsors training programs in a variety of subjects and administers Upward Mobility Program.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

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.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Once again this process would be handled by 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?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

CMS sponsors career enhancement and self development class to employees at no cost. It also sponsors training programs in a variety of subjects and administers Upward Mobility Program.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

Recommendations would have been suggested to A&R Shared Services. Lottery is not aware of any.

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## 2016 State Hispanic Employment Plan Survey

Agency: Military Affairs

Director/Secretary: Richard J. Hayes Jr.

Submitted: 12/9/2015 12:28:00 PM

Certification: I Agree

Individual Information: Anthony L. Boster, Director of State Personnel, 1301 N. MacArthur Blvd,  
Springfield, IL 62702, 217.761.3745, anthony.l.boster.nfg@mail.mil

---

As of June 30, 2015, 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      |
| 6 | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 6  | Officials and Managers     |
| 55 | Professionals              |
| 10 | Technicians                |
| 36 | Protective Service Workers |
| 3  | Para-Professionals         |
| 6  | Office and Clerical        |
| 10 | Skilled Craft Workers      |
| 93 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

This Department is at parity with Hispanic Hiring.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The Department had an increase of two Hispanic Employees both in Service Maintenance.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Department maintains hiring practices as required by the requirements of the State of Illinois. No special Employment Plan will be implemented by this Department to fill positions based on EEO Categories in which it maintains parity.

---

How many Human Resources staff are there in your agency?

6

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

None

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

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How many Rutan panel interviews were conducted during FY 15?

44

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For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

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 15.

27

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List the position titles.

Building Grounds Laborer Building Grounds Maintenance Worker Military Administrative Clerk  
Military Crash Fire Rescue III Military Crash Fire Rescue I Military Security Police I Military  
Maintenance Engineer Military Engineering Technician Military Juadge Advocate

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

None

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

29

---

List the position titles.

Building Grounds Laborer Building Grounds Maintenance Worker Military Crash Fire Rescue III  
Military Crash Fire Rescue I Military Security Police I Military Maintenance Engineer Military  
Engineering Technician

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

2

---

List the position titles.

Building Grounds Laborer Building Grounds Maintenance Worker

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

This Department is at parity, however the Director of Personnel is the EEO for the Department and ensure compliance.

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If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When open competitive lists are to large to conduct 100% interviews, this Department randomly selects every certain number of unnamed applicants.

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During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

This Department meets parity. No special consideration is provided to any EEO category.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

This Department meets parity. No special consideration is provided to any EEO category.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

None

---

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

Name: No

Title: N/A

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

None

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

All programs are available to all EEO Categories of employees.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

23

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None

---

## 2016 State Hispanic Employment Plan Survey

Agency: Natural Resources

Director/Secretary: Wayne Rosenthal

Submitted: 1/4/2016 3:30:00 PM

Certification: I Agree

Individual Information: Jay Johnson, EEO Officer, One Natural Resources Way, Springfield, IL 62702, 217/782-2662, jay.johnson2@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 5 | Officials and Managers     |
| 3 | Professionals              |
| 1 | Technicians                |
| 1 | Protective Service Workers |
| 3 | Para-Professionals         |
| 1 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 1 | Service-Maintenance        |

---

As of June 30, 2015, 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         |
| 3 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 223 | Officials and Managers     |
| 384 | Professionals              |
| 58  | Technicians                |
| 143 | Protective Service Workers |
| 74  | Para-Professionals         |
| 69  | Office and Clerical        |
| 10  | Skilled Craft Workers      |
| 276 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,272.5

---



As of June 30, 2015, provide the underutilization for Hispanics by category:

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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The agency continues to monitor and study all minority numbers but continues to have difficulty in increasing diversity within the agency. For positions that become vacant, the agency actively recruits and seeks minority candidates when opportunities arise. When selecting candidates from open competitive, blind lists, the Office of Human Resources selects minority candidates for interview pools. Most positions filled externally include Office Associate, Office Assistant, Civil Engineer, Well Inspector, Natural Resource series titles, Site Technicians, etc.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Yes. Decrease due to change in Administration, retirements, personnel changes in accordance with collective bargaining agreements and hiring lags.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Department is in the process of developing a log to identify areas where Spanish speaking positions were used and in what areas. The Department also continually surveys Executive Staff members and requests a review of bilingual needs positions and areas of employment. The DNR, in cooperation with CMS, has developed new testing and examining procedures for professional titles which will increase candidate pools and recruitment opportunities. These changes will provide more frequent, faster exams and grading opportunities for DNR titles. Some exams may be offered during a scheduled period throughout the year. Additionally, the DNR will be requesting "statewide" open competitive lists which will capture all candidates across the state of Illinois. With these changes, recruiters will be able to offer more opportunities with the DNR to college recruiters, job fair attendees and others who have expressed interest in working with IDNR. Changes to DNR's Employment Opportunities webpage will continue to improve with these changes. The DNR has identified and developed DNR-specific titles to include more "trainee" opportunities that will provide a career path to full-time, coded positions. These trainee titles will be presented to job fair organizers and college recruiters to develop partnerships for these programs designed to increase diversity and opportunities in the Department. Along with the trainee titles, the DNR will seek entry level opportunities which generally already have large candidate pools. Positions typically determined to have bilingual needs include, Office Associates, Site Technicians, site Superintendents, Natural Resource series titles, Conservation Police Officer.

---

How many Human Resources staff are there in your agency?

---

How many of those Human Resources staff are minorities?

11

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

3

---

How many Rutan panel interviews were conducted during FY 15?

213

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

8

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

120

---

List the position titles.

Conservation Police Officer, Office Associate, Civil Engineer, Site Technician, Student Intern, Site Superintendent, Account Technician, Site Assistant Superintendent, Well Inspector, Land Reclamation Specialist, SPSA, PSA, Storekeeper, Natural Resource Manager, Office Coordinator, Human Resources Specialist, Technical Advisor, Private Secretary, Conservation Grants Administrator, Natural Resources Technician, Building Grounds/Laborer, Executive Secretary, Accountant Advanced, Guard, Museum Technician.

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

3

---

List the position titles.

Conservation Grant Administrator Site Technician PSA

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

210

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List the position titles.

Conservation Police Officer, Office Associate, Office Assistant, Civil Engineer, Engineering Technician, Site Technician, Student Intern, Site Superintendent, Account Technician, Site

Assistant Superintendent, Well Inspector, Land Reclamation Specialist, SPSA, PSA, Storekeeper, Natural Resource series titles, Office Coordinator, Human Resources Specialist, Technical Advisor, Private Secretary, Conservation Grants Administrator, Building Grounds/Laborer, Executive Secretary, Accountant Advanced, Guard, Museum Technician, Environmental Protection legal Investigator.

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

2

---

List the position titles.

Environmental Protection legal Investigator Conservation Police Officer

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

6

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer and the Human Resources Director have partnered to develop a more proactive approach to recruitment and hiring. With changes made to testing and examining procedures, the Department expects diversity to increase in the coming months and when the opportunity to hire is available. The EEO will continue to have an active role in the hiring process within the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

The Department utilizes a computer program to generate the random selection of candidate numbers from open competitive, blind lists. If no minorities are selected from the random draw, either the Human Resources Director or the EEO Officer will make recommendations to add candidates with minority status to the interview pool.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer has an active role in the hiring process within the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed. The EEO Officer is a member of the Executive Staff within the Department and attends all Executive Staff meetings. Hiring, budgetary and policy issues are discussed during these meetings in which the EEO Officer reminds all staff of the need to diversify the workforce.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Recruiting staff has attended various training sessions that address equality, discrimination and workplace obstacles. The EEO Office seeks additional training on a regular basis in order to remain current on EEO issues and continues to remind all staff, specifically executive office directors, of hiring goals and the need to diversify the workforce. The EEO Officer along with

the Human Resources Director are working with testing and examining at CMS to provide a better process to address recruitment and minorities.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Department is in the process of developing a log to identify areas where Spanish speaking positions were used and in what areas. The Department also continually surveys Executive Staff members and requests a review of bilingual needs positions and areas of employment. The DNR, in cooperation with CMS, has developed new testing and examining procedures for professional titles which will increase candidate pools and recruitment opportunities. These changes will provide more frequent, faster exams and grading opportunities for DNR titles. Some exams may be offered during a scheduled period throughout the year. Additionally, the DNR will be requesting "statewide" open competitive lists which will capture all candidates across the state of Illinois. With these changes, recruiters will be able to offer more opportunities with the DNR to college recruiters, job fair attendees and others who have expressed interest in working with IDNR. Changes to DNR's Employment Opportunities webpage will continue to improve with these changes. The DNR has identified and developed DNR-specific titles to include more "trainee" opportunities that will provide a career path to full-time, coded positions. These trainee titles will be presented to job fair organizers and college recruiters to develop partnerships for these programs designed to increase diversity and opportunities in the Department. Along with the trainee titles, the DNR will seek entry level opportunities which generally already have large candidate pools.

---

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

Name: Yes

Title: Rafael Gutierrez

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Director Gutierrez is the Director of the Office of Law Enforcement. Dir. Gutierrez has been instrumental in maintaining relationships with Latino communities and the Latino Legislative Caucus members. The EEO Officer will work with Dir. Gutierrez to develop relationships with Latino communities and organizations.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Department continues to cross-train and encourage all staff to attend any requested self-development training in order to increase opportunities for advancement.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

43

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How many were Hispanic veterans?

2

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

From overall recommendations, the Department has sought new ways to increase diversity overall on a statewide basis. The Human Resources Director and the EEO Officer have implemented new testing and examining procedures with CMS to address underutilization overall. Additionally, the Department has identified titles within the Department where "trainees" could be utilized. The Department did develop additional trainee titles with identified targeted titles for full-time, coded and certified career paths. These changes will allow the Department actively recruit for DNR specific areas on a statewide basis and within a shorter timeframe.

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## 2016 State Hispanic Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: Acting EIG Margaret A. Hick

Submitted: 12/18/2015 4:43:00 PM

Certification: I Agree

Individual Information: David Morrison, Director of Ethics Training & Compliance / EEOO, 69 West Washington Street, Suite 3400, Chicago IL 60602, 312-814-1932, David.Morrison@Illinois.gov

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As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|   |                            |
|---|----------------------------|
| 2 | Officials and Managers     |
| 4 | Professionals              |
| 0 | Technicians                |
| 0 | Protective Service Workers |
| 1 | Para-Professionals         |
| 1 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 5  | Officials and Managers     |
| 26 | Professionals              |
| 21 | Technicians                |
| 0  | Protective Service Workers |
| 4  | Para-Professionals         |
| 11 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce. Two investigators of Hispanic heritage resigned during the fiscal year. The positions were not filled. Overall, the number of investigators fell at the OEIG from 27 to 21.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

Chief of Staff and General Counsel, Director of Finance and Administration, Executive Assistant

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

19

---

List the position titles.

Administrative Assistant; Assistant Inspector General; Chief of Staff; Deputy Inspector General; Deputy Inspector General and Chief; Director of Finance and Administration; Director of Human Resources; Investigator; Special Counsel; Supervisor of Information Technology/Computer Forensics

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

2

---

List the position titles.

Deputy Inspector General and Chief; Investigator

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

18

---

List the position titles.

Administrative Assistant; Administrative Supervisor; Assistant Inspector General; Deputy Inspector General and Chief; Director of Human Resources; Director of Finance and Administration; Deputy Inspector General; First Deputy Inspector General and Chief of Staff; General Counsel and Chief of Staff; Investigator; Supervising Investigator; Supervisor of Information Technology / Computer Forensics

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

2

---

List the position titles.

Chief of Staff, Director of Finance and Administration

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

2

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

N/A - The OEIG is an exempt non-code agency.

---



If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A - The OEIG is an exempt non-code agency.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

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## 2016 State Hispanic Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Gerald M. Keenan

Submitted: 12/21/2015 12:16:00 PM

Certification: I Agree

Individual Information: Kathy Griffin, CFO, 1021 N. Grand Ave., East Springfield, IL 62702, 217-524-8512, Kathy.Griffin@Illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 14 Officials and Managers
- 6 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Board currently has no underutilization in the Hispanic category. When a vacancy occurs, the Board seeks qualified candidates through job postings, applications, and resumes.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Board seeks qualified candidates through job postings, applications, and resumes. Resources from IDHR are also utilized. The Board has no positions with a bilingual option.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

3

---

List the position titles.

PSA - Option 1 Executive II Private Secretary

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

PSA - Option 8L

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Vacancies are posted on the Work4Illinois website. Applications are accepted during that process. Vacancies are also shared with IDHR liaisons.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

All administrative staff and management are aware of any areas where underutilization exists. Qualified candidates are sought to fill those vacancies when they occur.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Administrative staff and management are aware of any areas of underutilization. Resources from IDHR are utilized.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Discussions are held with upper management regarding areas of underutilization.

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Due to the size of the Board, there are not any promotional programs other than Upward Mobility for staff.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made to the Board.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Craig Findley

Submitted: 12/18/2015 3:22:00 PM

Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer, 319 E. Madison, Suite A,  
Springfield, IL 62701, 217-782-7273, Nichole.Damhoff@Illinois.gov

---

As of June 30, 2015, 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
- 2 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2015, 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

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

n/a

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

yes, our agency hired for an Office Coordinator with Spanish speaking option

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

As the budget allows for the creation of position and targeting Spanish speaking options.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

4

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

0

---

List the position titles.

n/a

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

n/a

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

4

---

List the position titles.

Office Assistant Office Assistant Office Coordinator Public Administrative Intern

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

Office Coordinator

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Reviews the EEO reports and plans and participates on the interview panels.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

n/a

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Participate in EEO training, reviewing reports, keeping up to date on new rules and regulations and attending Personnel Manager's meetings.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

EEO Training and materials

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Attending job fairs and careers fairs with the local Universities and creating more bilingual positions as the budget allows.

---

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

Name: n/a

Title: n/a

Is this person an Executive senior staff member?: n/a

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Upward Mobility, computer training and self development courses given by Central Management Services and other state agencies.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

no

---

## 2016 State Hispanic Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis G. Apostol

Submitted: 12/9/2015 11:20:00 AM

Certification: I Agree

Individual Information: Becky Hesse, Fiscal Officer, 402 Stratton Office Building, Springfield, IL 62706, 217-415-4281, becky.hesse@illinois.gov

---

As of June 30, 2015, 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
- 1 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

None

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

PTAB is a small agency with only 33 full-time staff. Job openings are very few and subject to budget appropriations. The Executive Director has encouraged management staff to consider Hispanic candidates when job openings occur.

---

How many Human Resources staff are there in your agency?

0

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

1

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

1

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

4

---

List the position titles.

Technical Advisor III Office Assistant Public Service Administrator Appraisal Specialist III

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

4

---

List the position titles.

Technical Advisor II Technical Advisor II Office Assistant Office Assistant

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Property Tax Appeal Board is too small to calculate underutilization.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

One Office Assistant position was filled by random selection -- all minorities were interviewed that were identified as veterans.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

See Section 10.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 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?

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

One Hispanic employee is currently utilizing the Upward Mobility Program offered through the AFSCME Collective Bargaining Agreement.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---

## 2016 State Hispanic Employment Plan Survey

Agency: Public Health

Director/Secretary: Nirav D. Shah, M.D., J.D.

Submitted: 12/16/2015 6:12:00 PM

Certification: I Agree

Individual Information: Robin Tucker-Smith, EEO/AA Officer& ADA Coordinator, 69 W. Washington Street, #3500, Chicago, IL 60602, 312-814-1041, robin.tucker@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 16 | Officials and Managers     |
| 21 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 5  | Para-Professionals         |
| 11 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

|    |                            |
|----|----------------------------|
| 6  | Officials and Managers     |
| 6  | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 4  | Para-Professionals         |
| 11 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 321 | Officials and Managers     |
| 648 | Professionals              |
| 34  | Technicians                |
| 0   | Protective Service Workers |
| 54  | Para-Professionals         |
| 93  | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 8   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,158

---



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

There was an increase in Hispanic hiring within the following categories: Office Assistant Office Associate Office Coordinator Public Health Program Specialist I Public Service Administrator

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

There was an overall increase in our Hispanic staff of 3 Official/Administrators - Increase of 2 Professionals - Decrease of 1 Technicians - Remained the same Paraprofessionals - Remained the same Office/Clerical - Increase of 2

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Recruit/Hire/Retain 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 -Network with Hispanic public health stakeholders and other community organizations to increase interest in public health careers Partner w/college and university Minority Career centers to increase interest in public health careers Partner w/public schools on Shadowing Days and other opportunities to garner interest in public health careers

---

How many Human Resources staff are there in your agency?

10

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

16

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

---

How many Rutan panel interviews were conducted during FY 15?

74

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

21

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

118

---

List the position titles.

Accountant Administrative Assistant 1 Administrative Assistant 2 Cancer Registrar 2 Cancer Registrar 3 Chemist 2 Environmental Health Specialist 1 Environmental Health Specialist 3 Executive 1 Executive 2 Executive Secretary 3 Health Facilities Surveyor 1 Health Facilities Surveyor 2 Health Facilities Surveyor 3 Health Facilities Surveillance Nurse Information Systems Analyst Lab Quality Specialist 2 Methods & Procedures Advisor 2 Methods & Procedures Advisor 3 Methods & Procedures Career Associate 1 Methods & Procedures Career Associate 2 Office Administrator 3 Office Assistant Office Associate Office Associate SS Office Clerk Office Coordinator Oral Health Consultant Public Health Programs Specialist 1 SS Plumbing Inspector Private Secretary 2 Public Service Administrator Senior Public Service Administrator Storekeeper 1

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

8

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List the position titles.

Methods & Procedures Career Associate 1 Office Assistant Office Associate Office Associate SS Office Coordinator Public Health Programs Specialist 1 SS Public Service Administrator

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

231

---

List the position titles.

Account Technician 1 Accountant Accountant Advanced Administrative Assistant I Administrative Assistant 2 Architect Assistant General Counsel Chief Internal Auditor Clinical Lab Technologist Disaster Services Planner Environmental Health Specialist 1 Environmental Health Specialist 2 Environmental Health Specialist 3 Executive Secretary 1 Executive Secretary 2 Executive I Executive 2 General Counsel Health Facilities Surveyor 1 Health Facilities Surveyor 2 Health Facilities Surveyor 3 Health Facilities Surveillance Nurse Human Resources Specialist Information Services Specialist 1 Information Services Specialist 2 Information Systems Analyst 2 Methods & Procedures Advisor 3 Methods & Procedures Career Associate 1 Office Administrator 3 Office Assistant Office Associate Office Coordinator Office Specialist PH Program Specialist 1 PH Program Specialist 2 PH Program Specialist 3 Plumbing Inspector Private Secretary 2 Public Service Administrator Senior Public Service Administrator Storekeeper 1 Student Intern Technical Advisor 2

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

12

---

List the position titles.

General Counsel Office Assistant Office Associate Office Coordinator Public Health Program Specialist Public Service Administrator

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

47

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

1

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer updates and forwards the underutilization report to the Human Resources Department responsible for selecting candidates in the open competitive hiring process; participates in the Rutan interview process; and oversees the hire/promotion monitor process ensuring minority candidates in underutilized areas are selected to participate in the interview process.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

The random selection of candidates from the open competitive list is based on the total # of applicants on the list and the number of positions being filled with the goal of yielding 10-15 candidates per position; when underutilization exists all relevant candidates are included. IDPH also utilizes CMS Credential Verification codes to assess the candidate's educational level and experience.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer, Office of Human Resources, Community Public Health Outreach Manager and Center for Minority Health provide information to our Senior Staff regarding mandates. Senior Staff is responsible for disseminating compliance documentation to their staff. The EEO Officer approves all hires and promotion monitor forms prior to the hiring decision. Rutan certified staff and other staff involved in the hiring and interview process are guided by the Office of Human Resources in this process.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Human Resources Office conducts one on one trainings with those involved in the recruitment/hiring process. The EEO Officer has a Professionals in Human Resources (PHR) Certification designated by the HR Certification Institute with several years of recruitment training and experience.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

IDPH has participated in job and health fairs marketed to the Hispanic Community; posted job

opportunities with the CMS Diversity Enrichment Office; participated in conferences such as the Illinois Association of Hispanic Employees, the Illinois Hispanic Nurses Association and the Chicago Bilingual Nurses Consortium. Job opportunities are also shared with key contacts at the Hispanic Employment Plan Advisory Board and the Illinois Hispanic Nurses Association. Job opportunities are shared with a network of key Hispanic/Latino staff throughout our agency. IDPH has also recruited at the college/university level to provide students with internship opportunities.

---

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

Name: Juana Ballesteros

Title: Community Public Health Outreach Manager

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Our Hispanic liaison supports IDPH recruitment 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 Hispanic Employment Plan Advisory Board, helping to develop policy recommendations and addressing inquiries around Hispanic recruitment and hiring in state government. -Serves on Hispanic Alliance for Career Enhancement (HACE) Advisory Board, helping with relationship building between HACE and CMS to explore strategic Hispanic recruitment of HACE members and professional development activities. -Actively involved (e.g. board member) in several Latino serving non-profits, including the Illinois Hispanic Nurses Association, through which she informs others about current job opportunities at IDPH - Participates in Hispanic focused health fairs, forums, conferences and symposiums through which outreach is conducted -Meets with Latino Caucus members in hearings and individually regarding Department diversity and hiring. -Ensures materials are available in Spanish.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Training opportunities are available to staff via the ITRAIN system; additional job related trainings are posted on the agency intranet. Interested bargaining unit employees may enroll in the Upward Mobility Program.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

27

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

3

---

How many veterans were hired externally during the year?

12

---

How many were Hispanic veterans?

3

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were provided.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Racing Board

Director/Secretary: Executive Director

Submitted: 12/16/2015 10:24:00 AM

Certification: I Agree

Individual Information: Jackie Clisham, Director of Operations, 100 W Randolph; Ste 5-700, 312-814-8787, jackie.clisham@illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

45

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Board completes and provides its annual AAP/EEO Plan to executive and other concerned staff. Accordingly, staff utilizes the plan to help guide its annual hiring and employee development and training goals.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

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

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Chief State Steward Executive Assistant to the Executive Director

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

5

---

List the position titles.

Executive Director General Counsel Director of Licensing Projects Coordinator Veterinary Technician

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Executive Director

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

All hiring activities are coordinated by the ARSS Center. The EEO officer submits the EEO/AA quarterly reviews by IDHR to the ARSS Center and participates in the Hiring and Promotion Monitors.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---



During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Board works with CMS and the A&R Shared Services Center, meeting monthly with ARSS staff to discuss human resources/personnel-related matters of the Board. ARSS guides the Board in all hiring, interviewing and recruitment matters as described in the CMS State Hispanic Employment Plan.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The A&R Shared Services Center coordinates all hiring of staff. The Board has several Rutan-trained staff in order to participate in the hiring and interview process.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Board utilizes 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?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Board makes available CMS processes and programs geared toward advancing Hispanic employees, to its Hispanic employees. Additionally, professional development among all Board employees is actively supported and encouraged by the Board.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations have been made.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Revenue

Director/Secretary: Connie Beard

Submitted: 12/17/2015 5:22:00 PM

Certification: I Agree

Individual Information: Chima Enyia, Equal Employment Officer, 100 W. Randolph St. Chicago, IL, 3124899192, Chimaobi.Enyia@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 4  | Officials and Managers     |
| 19 | Professionals              |
| 15 | Technicians                |
| 0  | Protective Service Workers |
| 2  | Para-Professionals         |
| 1  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

As of June 30, 2015, 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     |
| 8 | Professionals              |
| 2 | Technicians                |
| 0 | Protective Service Workers |
| 1 | Para-Professionals         |
| 0 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 201 | Officials and Managers     |
| 819 | Professionals              |
| 290 | Technicians                |
| 14  | Protective Service Workers |
| 84  | Para-Professionals         |
| 108 | Office and Clerical        |
| 7   | Skilled Craft Workers      |
| 4   | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,644

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|    |                            |
|----|----------------------------|
| 0  | Officials and Managers     |
| 12 | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 0  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

At the end of June 2015, IDOR's Hispanic American employees totaled 39 (2.55%). Entry level clerical positions (Data Processing Assistants, Office Assistants and Office Clerks) are filled more easily by minorities because the Department has an opportunity to hire off of the open competitive list. The Agency has commenced particular focus on increasing Hispanic Employment following the review and monitoring of Agency achievement. These plans have been outlined in the Department of Revenue Affirmative Action Plan.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

-1 Technician and -1 Professional

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Supervisors in our Taxpayer Assistance Division review logs of incoming calls and walk-ins to determine the number of taxpayers needing assistance to determine if additional bilingual employees are needed. The Department created a Spanish-Speaking Liquor Control Special Agent 1 to address the need of a larger number of Spanish-speaking licensees in Central Illinois. The Department is in the process of targeting each of the most frequently hired positions for Hispanic employment.

---

How many Human Resources staff are there in your agency?

44

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

2

---

How many Rutan panel interviews were conducted during FY 15?

674

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

5

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

248

---

List the position titles.

Account Clerk 2, Account Technician 1, Account Technician 2, Accountant, Accountant Advanced, Administrative Assistant 1, Administrative Assistant 2, Chief Internal Auditor, Data Processing Assistant, Data Processing Specialist, Executive 1, Executive 2, Executive Secretary 1, GAAP Accountant, Guard 2, Human Resources Representative, Human Resources Specialist, Information Services Specialist 1, Information Services Specialist 2, Information Systems Analyst 1, Information Systems Analyst 2, Licensing Assistant, Liquor Control Special Agent 1, Office Assistant, Office Associate, Office Coordinator, Public Service Administrator, Revenue Computer Audit Specialist, Revenue Audit Supervisor, Revenue Auditor Trainee, Revenue Auditor 3, Revenue Tax Specialist Trainee, Revenue Tax Specialist 1, Revenue Tax Specialist 2, Revenue Tax Specialist 3, Revenue Collection Officer 1, Revenue Collection Officer 3, Senior Public Service Administrator, Student Intern/Worker, Tech Advisor 1, Tech Advisor 2, Tech Advisor 3, Tech Advisor Advanced Program Specialist

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

6

---

List the position titles.

3 Para-professionals, 1 technician, 2 Official/Manager,

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

370

---

List the position titles.

Tech Advisor 2, RTS Trainee, Revenue Tax Specialist 1,2&3, Revenue Auditor 1,2&3, Store Clerk, Guard 2, Information Systems Analyst 2, Revenue Audit Supervisor, Office Coordinator, Senior Public Services Administrator, Licensing Assistant, Human Resources Rep, Data Processing Assistant, Administrative Assistant 2, Public Service Administrator, Human Resource Specialist, Account Clerk, Human Resources Associate, Revenue Collections Officer 3, Information Services Specialist 1, Accountant, Appraisal Specialist Trainee, Liquor Control Special Agent, Account Technician 1&2, GAAP Coordinator,

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

---

List the position titles.

Revenue Tax Specialist Trainee, Revenue Tax Specialist 1&3, Liquor Control Special Agent 1

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Weekly meetings are held with the Chief of Staff, Human Resources staff, and the EEO Officer to review position vacancies and discuss underutilization. In addition, staff is trained on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A random selection from an open competitive list is done by the interviewer selecting a pattern of some sort. It can be 2 names from each page of names, every 10th name, the fifth name from each page, etc. If we are interviewing for a category that is underutilized we try and pick a pattern that will include as many candidates that fall into the underutilized category as possible.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Staff regularly attend and contribute to the discourses in Hispanic Employment Plan meeting. The agency attended conferences including IAHSE and Illinois Latino Caucus Conference in Rosemont Illinois. We exhibited hiring/resource booths in order to attract candidates.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Interview & Selection is handled by the Administrative & Regulatory Shared Services Center. All staff is certified to conduct Rutan interviews and also ensures any non-A&R SSC staff that are participating on the interview panel are also active Rutan Certified interviewers prior to conducting the interviews. Staff is also training on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview. The Director of HR and Labor meet with the Director of Revenue on a bi-weekly basis to discuss progress and action plans towards Agency goals.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

In order to increase hiring pursuant to the Hispanic Employment Plan, IDOR 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 works the eligibility list

when applicable and interview minority candidates on the list in the underutilization categories. The Shared Services Center also maintains a FACEBOOK page where people who follow the Shared Services Center can get up-to-date information on our job postings. IDOR Staff also attended many job fairs/employment workshops throughout the year. This year Illinois Department of Revenue instituted strategic workshops focused on identifying all positions which the department frequently hires from the general public. At these workshops, individuals are asked to complete their CMS 100s on site in order to acutely increase diversity on eligibility lists.

---

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

Name: John Nelson

Title: EEO Office

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

John was recently appointed to reinforce the Agency's presence and commitment to Hispanic Employment. In his role, John will attend HEP meetings, recommend policy, attend community events, and track metrics towards resolving the Department's current underutilization.

---

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?

DOR is Compliant

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

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 recruits employees for this program. In addition to the Upward Mobility Program, the Department established an internship program (Applied Studies Term) through the University of Illinois at Springfield, allowing participation in training programs through other state agencies. Additionally, the Department has a tuition reimbursement program. Employees are also encouraged to attend annual conferences and events hosted by IAHSE and the Legislative Latino Caucus.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

27

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

---

How many veterans were hired externally during the year?

23

---

How many were Hispanic veterans?

2

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Department of Revenue has not received any specific recommendations provided by HEP Advisory Council, CMS or the Auditor General. DHR notifies the Department of any underutilization and monitors the Department's effort to reach/maintain minority hiring goals.

---



## 2016 State Hispanic Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Director/Secretary: Kathryn Saltmarsh

Submitted: 12/22/2015 12:46:00 PM

Certification: I Agree

Individual Information: Kathryn Saltmarsh , Executive Director , 401 S. Spring, #617, Springfield, IL 62706, 217-558-4749, kathy.saltmarsh@illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 2 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

None

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

When job openings are available notices are sent to professional and academic organizations with Hispanic memberships and focus on professional development. WE do not utilize organizations that require a fee to post positions. Positions are also posted through CMS and on the SPAC website.

---

How many Human Resources staff are there in your agency?

0

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Confidential Assistant/Research Analyst

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

SPAC is exempt from the Personnel Code so we do not utilize the open competitive process.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

SPAC relies on the expertise of the Public Safety Shared Services personnel staff to insure compliance with all mandates.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

None

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

None

---

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

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

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?

SPAC has no frontline employees as defined by Section 3-5 of the Act and does not provide any direct services to bilingual or Spanish speaking populations. Therefore, SPAC has not implemented any strategies to reach compliance with the Act.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---

## 2016 State Hispanic Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Matt Perez

Submitted: 12/22/2015 2:19:00 PM

Certification: I Agree

Individual Information: Pamela Sargent, Executive II, 1035 Stevenson Drive, Springfield, IL 62703,  
217/785-4717, Pam.Sargent@Illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 25 | Officials and Managers     |
| 55 | Professionals              |
| 18 | Technicians                |
| 15 | Protective Service Workers |
| 5  | Para-Professionals         |
| 4  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 2  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Agency has not completed any studies during this reporting period.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

None.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Agency continues to use the same hiring and promotional 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).

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

23

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

12

---

List the position titles.

2 - SPSA 2 - PSA 2 - Storage Tank Safety Specialist 2 - Arson Investigator II Boiler Safety Specialist Executive II Administrative Assistant II Office Specialist

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

12

---

List the position titles.

2 - Fire Prevention Inspector I Fire Protection Specialist I PSA 3 - SPSA Boiler Safety Specialist Administrative Assistant I Storage Tank Safety Specialist Office Specialist Office Associate

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Human Resource functions are handled by the Public Shared Service Center. Executive Staff and EEO Officers are aware of the agency's underutilized categories. 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).

---



If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilization categories.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Human Resource functions are handled by the Public Shared Service Center. Executive Staff and EEO Officers are aware of the agency's underutilization categories. 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 area available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

---

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

Name: Vacant Position

Title: None

Is this person an Executive senior staff member?: None

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were provided.

---

## 2016 State Hispanic Employment Plan Survey

Agency: State Police

Director/Secretary: Director Leo Schmitz

Submitted: 12/15/2015 12:37:00 PM

Certification: I Agree

Individual Information: Lieutenant Christy White, EEO Officer, 801 S 7th St, Suite 100-S,  
Springfield, IL 62703, 217-782-1282, Christy\_White@isp.state.il.us

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 6   | Officials and Managers     |
| 15  | Professionals              |
| 19  | Technicians                |
| 141 | Protective Service Workers |
| 5   | Para-Professionals         |
| 5   | Office and Clerical        |
| 0   | Skilled Craft Workers      |
| 1   | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 151   | Officials and Managers     |
| 574   | Professionals              |
| 311   | Technicians                |
| 1,493 | Protective Service Workers |
| 96    | Para-Professionals         |
| 178   | Office and Clerical        |
| 8     | Skilled Craft Workers      |
| 23    | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

2,834

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|    |                            |
|----|----------------------------|
| 0  | Officials and Managers     |
| 6  | Professionals              |
| 0  | Technicians                |
| 28 | Protective Service Workers |
| 0  | Para-Professionals         |
| 3  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 0  | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Underutilization at the beginning of FY15 was 82 Females, 82 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. There were 79 opportunities and 16 or 20% (10 African Americans, 3 Asians and 3 Hispanics) addressed these goals.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

During FY15, there were 18 New Hires and 8 Separations of Hispanic employees, with a net increase of 10 employees. Hispanic New Hires in FY15 EEO Categories: 3 Professionals, 14 Protective Services, 1 Service Maintenance Hispanic Separations in FY15 EEO Categories: 2 Professionals, 1 Technician, 3 Protective Services, 2 Para Professionals

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Illinois State Police Recruitment Section seeks input from various resources regarding recruitment of diverse individuals, including Hispanics. Resources such as the Diversity Advisory Council (quarterly meetings, which has a Hispanic council member), the Hispanic Law Enforcement Association, and the CMS Diversity Enrichment Program are vital to the ISP Recruitment Plan.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

21

---

List the position titles.

Captains, Lieutenants, Master Sergeants, Public Service Administrators, Senior Public Service Administrators

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

---

How many Rutan panel interviews were conducted during FY 15?

58

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

6

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

148

---

List the position titles.

Account Technician II, Administrative Assistant I, Administrative Assistant II, Building/Grounds Laborer, Building/Grounds Maintenance Worker, Cadet, Captain, Communications Equipment Technician 1, Data Processing Technician, Electronic Equipment Installer/Repairer, Executive I, Firearm Eligibility Analyst I, Firearm Eligibility Analysis Trainee, Forensic Scientist III, Information Systems Analyst I, Information Service Specialist II, Lieutenant, Master Sergeant, Office Administrator III, Office Assistant, Office Associate, Office Coordinator, Office Specialist, Public Service Administrator, Reproduction Specialist, Sergeant, Senior Public Service Administrator, Stationary Engineer, Telecommunicator Specialist, Telecommunicator Supervisor, Telecommunicator Trainee, Trooper, Truck Weighing Inspector

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

8

---

List the position titles.

Cadet, Evidence Technician I, Executive I, Forensic Scientist III, Master Sergeant, Office Specialist, and Trooper

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

176

---

List the position titles.

Accountant, Administrative Assistant I, Building/Grounds Laborer, Cadet, Communications Equipment Technician I, Electronic Equipment Installer/Repairer, Executive I, Forensic Scientist Trainee, Guard II, Information Services Specialist II, Information Systems Analyst I, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Police Officer I, Public Service Administrator, Senior Public Service Administrator, Technical Advisor II, Telecommunicator Trainee, Truck Weighing Inspector

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

18

---

List the position titles.

Building/Grounds Laborer, Cadet, Executive I, Forensic Scientist Trainee, Technical Advisor II

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

139

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

8

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The ISP Office provides underutilization information when filling positions. The ISP EEO Officer reviews all Hiring and Promotion Monitors, along with documentation justifying the selection, to ensure compliance.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Public Safety Shared Services Center (PSSSC) staff handles the random selection of the open competitive hiring process and provide the names to the designated ISP Personnel Liaison for each division. PSSSC Staff start at the beginning of the open competitive list and count out every other one, two, etc., depending on the ideal number of candidates the ISP needs.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The ISP EEO Office provides underutilization information when filling positions. The EEO Office 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 the underutilization of minorities is considered. All Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The ISP Recruitment Section seeks input from various resources regarding recruitment of diverse individuals, including Hispanics. Resources such as a Diversity Advisory Council (quarterly meetings), which has a Hispanic council member, the Hispanic Law Enforcement Association (routinely sought as a recruitment resource) and the Central Management Services Diversity Enrichment Program are vital to the ISP Recruitment Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

Recruitment at events specifically targeting Hispanic men and women, Internship opportunities for Hispanic/Latin American students, meeting with Hispanic employees (Diversity Advisory Council) in order to develop an effective action plan for the recruitment of Hispanic and Latin individuals.

---

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

Name: Hector Alejandro

Title: Special Agent

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Special Agent Alejandro responds directly to requests directly from the ISP Director's Office requiring his expertise. These requests range from providing input on policy development, and assisting with inter-agency affairs to representing the Department at recruiting functions or outreach functions requiring his advice and input.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

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 and Standards Board (ILETSB). Tuition reimbursement is distributed to ISP employees based on specific union contractual agreements.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

19

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many veterans were hired externally during the year?

21

---

How many were Hispanic veterans?

2

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations received.

---

## 2016 State Hispanic Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Ronald P cooley

Submitted: 12/18/2015 11:08:00 AM

Certification: I Agree

Individual Information: Jenny Thornley, CFO, 531 Sangamon Ave, 217-786-6244,  
jthornley@ispmeritboard.org

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:



As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

we comply with all department of human rights guidelines and are too small to meet guidelines

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

none

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

we comply with all department of human rights guidelines and when we post positions we try and reach all minorities.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

none

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

1

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

1

---

List the position titles.

private secretary II

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

none

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

intern

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

none

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

we comply with all department of human rights guidelines

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

we do not do random selection

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

we comply with all department of human rights guidelines

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

we comply with all department of human rights guidelines

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

we comply with all department of human rights guidelines we rarely have postings and when we do we reach out through department of human rights to reach all minorities

---

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

Name: Ronald P cooley

Title: Ececutive Director

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

We have a trainee program that has a target title of Human Resources Representative

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

none

---

## 2016 State Hispanic Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 12/10/2015 3:29:00 PM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Manager, State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

---

As of June 30, 2015, 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        |

---

As of June 30, 2015, 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, 2015, 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        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

None

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

SRS will utilize employment strategies as opportunities arise and are compliant with the collective bargaining agreement.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

NA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

9

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

13

---

List the position titles.

Office Associate Public Service Administrator Retirement Systems Disability Specialist Methods & Procedures Advisor III Accountant Advanced Office Specialist

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

10

---

List the position titles.

Pension & Death Benefit Technician I Account Tech II SPSA ISA II Chief Internal Auditor Executive II Retirement System Disability Specialist Accountant

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The Human Resource Manager is also the EEO Officer and is responsible for compiling and submitting all EEO reports to the Department of Human Rights and is aware of underutilization in the EEO categories. When vacancies arise every effort is made to fill those vacancies with an underutilized minority.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Veterans preference is a a priority. However, if no veterans appear on the blind eligibility list minorities are selected as well as educational requirements of the position.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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. Managers are also made aware when vacancies arise if there are underutilizations in the EEO category.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

NA

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

None

---

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

Name: No

Title: NA

Is this person an Executive senior staff member?: NA

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

NA

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Upward Mobility, state sponsored training classes and tuition reimbursement.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

3

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---



## 2016 State Hispanic Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James Conway, Agency Dire

Submitted: 12/17/2015 2:18:00 PM

Certification: I Agree

Individual Information: Kristene M. Callanta, Chief Administrative Officer, 160 N. LaSalle, Suite N-506, Chicago, IL 60601, 312-814-4285, kristene.callanta@illinois.gov

---

As of June 30, 2015, 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, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

- 4 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, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Tax Tribunal submits quarterly EEO/AA reports to the Dept. of Human Rights

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

The Agency will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the State to increase the diversity of qualified applicants. The Tribunal has determined there is no need for bilingual staff.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

0

---

How many Rutan panel interviews were conducted during FY 15?

0

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

N/A

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

While there are few opportunities to address underutilization, the Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the State to increase the diversity of qualified applicants.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Agency completed its annual Affirmative Action EEO Plan in FY16 which was circulated to its entire staff. Accordingly, staff will use the Plan to ensure it is in compliance with all legislative mandates of the Hispanic Employment Plan.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Agency completed its annual Affirmative Action EEO Plan in FY16 which was circulated to its entire staff. Accordingly, staff will use the Plan to ensure it is in compliance with all legislative mandates of the Hispanic Employment Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

The Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the State to increase the diversity of qualified applicants.

---

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

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Agency will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the State to increase the diversity of qualified applicants.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

---

## 2016 State Hispanic Employment Plan Survey

Agency: Transportation

Director/Secretary: Randall S. Blankenhorn

Submitted: 12/21/2015 3:44:00 PM

Certification: I Agree

Individual Information: Erwin Lee Acox, Jr., Chief of Diversity Recruitment and Outreach, 100 West Randolph Street, 6-600, Chicago, Illinois 60601, 312/793-3517, erwin.acox@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 34 | Officials and Managers     |
| 79 | Professionals              |
| 21 | Technicians                |
| 0  | Protective Service Workers |
| 7  | Para-Professionals         |
| 1  | Office and Clerical        |
| 2  | Skilled Craft Workers      |
| 83 | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|       |                            |
|-------|----------------------------|
| 1,036 | Officials and Managers     |
| 1,369 | Professionals              |
| 572   | Technicians                |
| 0     | Protective Service Workers |
| 131   | Para-Professionals         |
| 44    | Office and Clerical        |
| 37    | Skilled Craft Workers      |
| 1,815 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

5,235

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|     |                            |
|-----|----------------------------|
| 1   | Officials and Managers     |
| 0   | Professionals              |
| 1   | Technicians                |
| 0   | Protective Service Workers |
| 0   | Para-Professionals         |
| 0   | Office and Clerical        |
| 3   | Skilled Craft Workers      |
| 141 | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

In 2015, the Hispanic workforce increased by 3 to 218 In 2014, the Hispanic workforce was 215  
In 2013, the Hispanic workforce was 213 In 2012, the Hispanic workforce was 196

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Civil Engineers (+2) Engineer Technicians (-1) Highway Maintainers (+3) Technical Managers (-5) Other (+2)

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Continue to utilize the Office of Diversity Recruitment and Outreach to do outreach to potential candidates from the Hispanic community.

---

How many Human Resources staff are there in your agency?

239

---

How many of those Human Resources staff are minorities?

52

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

5

---

List the position titles.

Civil Engineer VI Civil Engineer VIII Technical Manager VI Technical Manager VII Technical Manager VIII

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

32

---

How many Rutan panel interviews were conducted during FY 15?

243

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

129

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

352

---

List the position titles.

Account Clerk II Account Tech I Accountant Accountant Advanced Admin Assistant I Aircraft Lead Dispatcher Aircraft Pilot II Automotive Mechanic Bridge Tender Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer V Civil Engineer VI Civil Engineer VII Civil Engineer VIII Deck Hand Engineering Tech I Engineering Tech II Engineering Tech III Engineering Tech IV Engineering Tech V Executive Secretary I Executive Secretary II Heavy Const Equip Opr Highway Maintainer Hwy Maint Lead/Lead Wkr Internal Auditor I Internal Auditor Trainee Land Surveyor IV Landscape Architect IV Maintenance Worker Office Assistant Office Associate Office Coordinator Operations Comm Specialist II Operations Supervisor I Operations Supervisor II Photogrammetrist IV Public Service Administrator Realty Specialist III Reproduction Services Tech II Safety Resp Analyst Suprv Silk Screen Operator Technical Manager I Technical Manager II Technical Manager III Technical Manager IV Technical Manager V Technical Manager VI Technical Manager VII Technical Manager VIII Technical Manager IX Technical Manager X Technical Advisor IV Technical Advisor V Vehicle Compliance Inspector Vehicle Permit Evaluator

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

15

---

List the position titles.

Civil Engineer I Civil Engineer II Civil Engineer III Engineering Tech I Engineering Tech II Technical Manager II Technical Manager III Technical Manager IV Technical Manager X

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

664

---

List the position titles.

Account Tech I Account Tech II Accountant Accountant Advanced Automotive Mechanic Chemist II Chemist III Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer V Civil Engineer VI Civil Engineer VII Civil Engineer IX Engineering Tech I Engineering Tech II Engineering Tech III Engineering Tech V Executive Secretary I Executive Secretary II Executive Secretary III Ferry Operator I Heavy Const Equip Opr Highway Maintainer Human Resources Associate Hwy Const Supv I Hwy Maint Lead/Lead Wkr Instrument Designer Internal Auditor I Land Surveyor I Land Surveyor III Land Surveyor IV Maintenance Worker Management Tech II Office Administrator III Office Assistant Office Associate Office Coordinator Office Specialist Operations Supervisor I Operations Supervisor II Photogrammetrist III Public Service Administrator Realty Specialist IV Silk Screen Operator Technical Manager II Technical Manager III Technical Manager IV Technical Manager V Technical Manager VI Technical Manager VII Technical Manager VIII Technical Manager IX Technical Manager X

---



How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

47

---

List the position titles.

Automotive Mechanic Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III  
Civil Engineer IV Civil Engineer V Engineering Tech I Engineering Tech II Heavy Const Equip  
Opr Highway Maintainer Technical Manager IV

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

During the hiring process, the EEO Officer, who also completes the annual Affirmative Action Plan, reviews all hiring and promotion monitors to ensure that the hiring process is being conducted in a fair and equitable manner, and is working toward remedying areas of underutilization.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A blind listing of eligibles is requested from CMS with no candidate names provided. To ensure a manageable number of interviews from this listing, the Bureau Chief may decide to select every other eligible candidate or every fifth or tenth candidate on the list depending on the number of candidates provided. A new eligible list is then requested from CMS with the requested selection criteria and candidate names are then provided to DOT. Those candidates are all chosen for the open competitive interview process for that position.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The IDOT Office of Diversity Recruitment and Outreach (DRO) only recruits for civil engineer trainees. DRO recruitment managers are trained to engage Hispanic candidates. The Northern Recruitment Manager is Vice President of IAHSE, and highly engaged in the Hispanic community. This training includes: Presentation skills, customer relations, community and student engagement.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Training includes: Presentation skills, customer relations, community and student engagement.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

DRO attended a total of 52 career-related events, of which 7 were specifically focused on Hispanic community employment. At these events, DRO promoted open IDOT position and explained the state employment process to potential candidates.

---

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

Name: Ivan Barajas

Title: Northern Recruitment Manager, Office of Diversity Recruitment and Outreach

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The Hispanic liaison is an executive member of IAHSE, serving as Vice President. He conducts outreach to the Hispanic community promoting employment opportunities at IDOT. He also represents IDOT at the Hispanic Employment Plan Council meetings. Staffing recommendations and policy making are handled by IDOT Bureau of Personnel Management. Established a partnership with the Greater Chicago Women's Transportation Seminar (WTS) and Chicago Public Schools (CPS) to offer a program to increase awareness of transportation careers among young women attending CPS high schools. The WTS program had 60% participation from African American students. FHWA sponsored the National Summer Transportation Institute at the University of Illinois Chicago. The Institute is a summer camp that exposes students to careers in transportation and gives the the experience of being trained to and piloting an actual airplane. Participation was mostly African American and Hispanic students.

---

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?

Not applicable to IDOT

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Employees are encouraged to improve their technical competence by pursuing and successfully completing appropriate courses of study in addition to accomplishing their regular duties. Training and education development includes continuing education, leadership training and on-the-job development opportunities. In these areas, IDOT offers the following: Tuition Reimbursement Program. Quality training and education development services are intended to:

- ensure employees continue to grow professionally,
- provide for a knowledgeable, motivated and productive workforce,
- improve employee skills, and
- provide a pool of talented and qualified personnel to fill positions as needed.

• Accelerated Leadership Proficiency Series (ALPS) • Executive Leadership Development Series (ELDS) • Growth and Training Education (GATE) • Professional Advancement of Career Engineers (PACE) • Special Training on Request (STOR) • Supervisor Training and Readiness Series (STARS)

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

37

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many veterans were hired externally during the year?

189

---

How many were Hispanic veterans?

11

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made.

---

## 2016 State Hispanic Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Erica Jeffries

Submitted: 12/15/2015 3:09:00 PM

Certification: I Agree

Individual Information: Greg Dooley, EEO/ADA Officer, 833 S. Spring St. Springfield, IL 62794, 217-557-5667, greg.dooley@illinois.gov

---

As of June 30, 2015, provide the number of Hispanics employed within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 1  | Officials and Managers     |
| 3  | Professionals              |
| 7  | Technicians                |
| 0  | Protective Service Workers |
| 17 | Para-Professionals         |
| 1  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 3  | Service-Maintenance        |

---

As of June 30, 2015, 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, 2015, provide the number of funded positions within each of the following EEOC categories:

|     |                            |
|-----|----------------------------|
| 55  | Officials and Managers     |
| 278 | Professionals              |
| 181 | Technicians                |
| 19  | Protective Service Workers |
| 496 | Para-Professionals         |
| 50  | Office and Clerical        |
| 24  | Skilled Craft Workers      |
| 205 | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,325

---

As of June 30, 2015, provide the underutilization for Hispanics by category:

|    |                            |
|----|----------------------------|
| 1  | Officials and Managers     |
| 3  | Professionals              |
| 0  | Technicians                |
| 0  | Protective Service Workers |
| 0  | Para-Professionals         |
| 0  | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 12 | Service-Maintenance        |

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

As of June 30, 2015 IDVA employed approximately 1308 employees not counting part time and LOA's. Of those employees, 32 were Hispanics or Latinos. They were employed as Officials/Administrators, Professionals, Paraprofessionals, Technicians, Office/Clerical and Service Maintenance.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The total number stayed steady at 32.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

Department of Veterans' Affairs plans to increase the number of Hispanics and spanish-speaking bilingual staff by attending more recruiting events like career/job fairs, converse more with our bilingual employees and getting recommendations from CMS and other agency recruiters on tactics or best practices that work to increase the number of Hispanic employees.

---

How many Human Resources staff are there in your agency?

20

---

How many of those Human Resources staff are minorities?

4

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

HR Manager

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

1

---

How many Rutan panel interviews were conducted during FY 15?

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

118

---

List the position titles.

unknown

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

---

List the position titles.

unknown

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

149

---

List the position titles.

unknown

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

3

---

List the position titles.

Para Professionals

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The new EEO Officer started June 1, 2015. The temporary that worked for most of FY15 participated in the open competitive hiring process by assisting the Agency HR staff in notifying social, religion and community organizations of vacancies and by reviewing the eligibility list, hiring and promotion monitors to ensure that qualified minority applicants were invited to interviews.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

The EEO Officer and HR staff review the underutilization report and the eligibility list on a regular basis to determine the underutilization issues in that area. If there is underutilization, the minority candidates on the list are invited to interview and strongly encouraged to attend the interviews.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Veterans' Affairs administrative staff responsible for the recruitment and selection process are all certified Rutan interviewers and are mandated to follow all applicable State of Illinois Ethics and Personnel Code Rules and Regulations. These individuals keep their knowledge current by participating in CMS conducted personnel meetings, agency training/staff meetings and other training programs. In addition, there are multiple people involved in each interview and hiring initiative which provides a check and balance as well an extra level of oversight.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Department of Veterans' Affairs has expanded the Field Services Program to include employment recruitment. The Department has a paid bilingual position in the Cook County Field Service Office to assist with Hispanic/Latino issues.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

In order to assist in the implementation of the Hispanic Employment Plan, the Department has appointed an agency employee to serve on the Council as a Liaison between the Department and Council. This member is the new EEO Officer for the agency. He participates in the Council meeting group discussions, provides input for issues, attends recruitment job/career fairs, and serves as a link to the community. The Department has also expanded its recruitment with the Field Service Officers in the field.

---

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

Name: Greg Dooley

Title: EEO/ADA Officer

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Since he just came on board June 1, 2015 his activities have been limited however the past Liaison for most of FY 15, Miguel Calderon, served on the Hispanic Employment Advisory Council and oversees the comprehensive Human Resources functions at the Department of Veterans' Affairs.

---

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

In accordance with Section 303.390 of the CMS personnel rules, IDVA employees maybe eligible to participate in the tuition reimbursement program to further their career and professional development, In addition, AFSCME-represented employees and on some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program. IDVA may also allow employees to participate in the State of Illinois sponsored training programs.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

36

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

To get with other agency recruiters and solicit their best practices for attracting Hispanics/Latinos to apply for positions within our agency.

---



## 2016 State Hispanic Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: JOAN M FRATTIANI

Submitted: 12/17/2015 8:30:00 AM

Certification: I Agree

Individual Information: ALMA MAXEY, EEO OFFICER, 100 W RANDOLPH STE 8-318, 312 814-6632, ALMA.MAXEY@ILLINOIS.GOV

---

As of June 30, 2015, 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 |
| 0 | Para-Professionals         |
| 5 | Office and Clerical        |
| 0 | Skilled Craft Workers      |
| 0 | Service-Maintenance        |

---

As of June 30, 2015, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2015, provide the number of funded positions within each of the following EEOC categories:

|    |                            |
|----|----------------------------|
| 25 | Officials and Managers     |
| 74 | Professionals              |
| 1  | Technicians                |
| 0  | Protective Service Workers |
| 4  | Para-Professionals         |
| 47 | Office and Clerical        |
| 0  | Skilled Craft Workers      |
| 2  | Service-Maintenance        |

---

As of June 30, 2015, provide the total number of agency employees; include full-time, part-time and leave of absence:

153

---

As of June 30, 2015, 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

IWCC IS AT PARITY AND HAVE NO UNDERUTILIZATIONS IN HISPANIC EMPLOYEES

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

NONE

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 15 and in what position titles.

NONE

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2015, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

3-SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2015?

2

---

How many Rutan panel interviews were conducted during FY 15?

12

---

For FY 15, in how many Rutan panel interviews did Hispanic interviewers participate?

4

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 15.

19

---

List the position titles.

3-SPSA, 2-PSA, 4-ARBITRATOR, 2- TECH ADV, 1- EXEC SEC, 1- STUDENT INT, 3- OFF COOR, 1- IND COM TECH, 2- OFF CLERKS

---

How many of the employees who vacated your agency during FY 15 were Hispanic?

1

---

List the position titles.

SPSA

---

How many new employees were hired during FY 15? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

17

---

List the position titles.

3-SPSA, 1-PSA, 1-EXEC SEC, 1STUDENT INT, 1- WC INV, 2- TECH ADV, 4- ARBITRATOR, 1- OFF COOR, 2- OFF CLERKS, 1- ACCT ADV

---

How many new employees (as defined Question 22) hired in FY 15 were Hispanic?

1

---

List the position titles.

SPSA

---

How many student workers/interns did your agency hire in FY 15? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 15 how many were Hispanic?

0

---

What hiring does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

KEEPS HR DIRECTOR UPDATED ON IWCC'S UNDERUTILIZATIONS AND EXAMINE HIRING PACKETS AS WELL AS COMPLETES AND SIGN OFF ON HIRING MONITORS

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

SEND RREFERRALS FOR INTERVIEWS TO ALL CANDIDATES OF THE UNDERLIZED CATEGORY, ON CMS'S OC OR PROMOTIONAL LIST FIRST.

---

During FY 15, 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? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

NONE

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

NONE

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 15 including employment strategies (Examples: recruitment, internships, community linkages):

NONE

---

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

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

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

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

NONE

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

2

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

NO

---

# Appendix 4

## Bilingual Needs/Bilingual Pay Survey Results

\* All agencies required to complete the survey did so. Some agencies that do not have positions covered by the Personnel Code requested to participate in the survey but are not required to. Those agencies are: Executive Ethics Commission, Office of the Executive Inspector General, and the Sentencing Advisory Council.



# **THE BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR**

**July 1, 2014 – June 30, 2015**



**In accordance with Personnel Code, the Director of the Department of  
Central Management Services submits this report to the members of the  
Illinois General Assembly  
December 31, 2015**

**Tom Tyrrell**  
DIRECTOR

**CMS** ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br>Agencies that reported no bilingual staff for FY15 are shaded in grey. | Number of instances for which bilingual skills were required ** | 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                                                                                 | 1,760                                                           | 10%             | 90%         | 0%               | 0%              | 75%                                      | Yes                                 |
| Agriculture                                                                           | 60                                                              | 50%             | 25%         | 25%              | 0%              | 25%                                      | No                                  |
| Arts Council                                                                          | 10                                                              | 100%            | 0%          | 0%               | 0%              | 2%                                       | No                                  |
| Capital Development Board                                                             | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Central Management Services                                                           | 1,038                                                           | 30%             | 51%         | 17%              | 2%              | 40%                                      | Yes                                 |
| Children and Family Services                                                          | 2,340                                                           | 0%              | 0%          | 0%               | 100%            | 100%                                     | Yes                                 |
| Civil Service Commission                                                              | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Commerce and Economic Opportunity                                                     | 763                                                             | 52%             | 27%         | 7%               | 14%             | 77%                                      | Yes                                 |
| Corrections                                                                           | 4,914                                                           | 35%             | 30%         | 20%              | 15%             | 35%                                      | Yes                                 |
| Criminal Justice Information Authority                                                | 0                                                               | 0%              | 0%          | 0%               | 100%            | 0%                                       | No                                  |
| Deaf and Hard of Hearing Commission                                                   | 0                                                               | 0%              | 0%          | 0%               | 100%            | 100%                                     | No                                  |
| Developmental Disabilities Council                                                    | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Emergency Management Agency                                                           | 4                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | Yes                                 |
| Employment Security                                                                   | 10,627                                                          | 64%             | 34%         | 2%               | 0%              | 0%                                       | Yes                                 |
| Environmental Protection Agency                                                       | 12                                                              | 100%            | 0%          | 0%               | 0%              | 20%                                      | No                                  |
| Executive Ethics Commission *                                                         | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Financial and Professional Regulation                                                 | 1,700                                                           | 65%             | 30%         | 4%               | 1%              | 30%                                      | Yes                                 |
| Gaming Board                                                                          | 86                                                              | 40%             | 60%         | 0%               | 0%              | 0%                                       | No                                  |
| Guardianship and Advocacy Commission                                                  | 293                                                             | 20%             | 50%         | 25%              | 5%              | 51%                                      | No                                  |
| Healthcare and Family Services                                                        | 107,694                                                         | 49%             | 34%         | 12%              | 5%              | 39%                                      | Yes                                 |
| Historic Preservation                                                                 | 12                                                              | 45%             | 35%         | 20%              | 0%              | 0%                                       | No                                  |
| Human Rights Commission                                                               | 5                                                               | 60%             | 10%         | 20%              | 10%             | 5%                                       | Yes                                 |
| Human Rights Department                                                               | 2,438                                                           | 65%             | 20%         | 7%               | 8%              | 15%                                      | Yes                                 |
| Human Services                                                                        | 204,153                                                         | 47%             | 30%         | 20%              | 3%              | 33%                                      | Yes                                 |
| Illinois Board of Higher Education *                                                  | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Illinois Commerce Commission                                                          | 505                                                             | 50%             | 50%         | 0%               | 0%              | 100%                                     | No                                  |
| Illinois Health Information Exchange Authority *                                      | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Insurance                                                                             | 1,411                                                           | 60%             | 14%         | 23%              | 3%              | 37%                                      | Yes                                 |
| Investment Board                                                                      | 0                                                               | 0%              | 0%          | 0%               | 100%            | 0%                                       | No                                  |
| Juvenile Justice                                                                      | 1,076                                                           | 0%              | 80%         | 20%              | 0%              | 80%                                      | No                                  |
| Labor Department                                                                      | 1,473                                                           | 75%             | 25%         | 0%               | 0%              | 45%                                      | No                                  |
| Labor Relations Board                                                                 | 50                                                              | 50%             | 50%         | 0%               | 0%              | 40%                                      | No                                  |
| Labor Relations Board - Educational                                                   | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Law Enforcement Training and Standards Board                                          | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Lottery                                                                               | 21,008                                                          | 85%             | 15%         | 0%               | 0%              | 25%                                      | No                                  |
| Military Affairs                                                                      | 0                                                               | 0%              | 0%          | 0%               | 100%            | 0%                                       | No                                  |
| Natural Resources                                                                     | 300                                                             | 65%             | 20%         | 15%              | 0%              | 0%                                       | No                                  |
| Office of Executive Inspector General *                                               | 175                                                             | 80%             | 20%         | 0%               | 0%              | 10%                                      | No                                  |
| Pollution Control Board                                                               | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Prisoner Review Board                                                                 | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Property Tax Appeal Board                                                             | 0                                                               | 0%              | 0%          | 0%               | 100%            | 0%                                       | No                                  |
| Public Health                                                                         | 7,692                                                           | 87%             | 10%         | 2%               | 1%              | 64%                                      | Yes                                 |
| Racing Board                                                                          | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| Revenue                                                                               | 8,979                                                           | 45%             | 36%         | 12%              | 7%              | 54%                                      | Yes                                 |
| Sentencing Policy Advisory Council *                                                  | 0                                                               | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                  |
| State Fire Marshal                                                                    | 27                                                              | 90%             | 10%         | 0%               | 0%              | 0%                                       | No                                  |
| State Police                                                                          | 109                                                             | 98%             | 2%          | 0%               | 0%              | 0%                                       | Yes                                 |
| State Police Merit Board                                                              | 0                                                               | 0%              | 0%          | 0%               | 100%            | 0%                                       | No                                  |



### FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br>Agencies that reported no bilingual staff for FY15 are shaded in grey. | Number of instances for which bilingual skills were required<br>** | TIME COMMITMENT |             |                  |                 | How much of the assistance was in-depth? | Did agency use Master Contract?<br>*** |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------|-------------|------------------|-----------------|------------------------------------------|----------------------------------------|
|                                                                                       |                                                                    | 0 - 15 Min      | 16 - 60 Min | 61 Min - 1/2 day | 1/2 day or more |                                          |                                        |
| State Retirement Systems                                                              | 0                                                                  | 100%            | 0%          | 0%               | 0%              | 0%                                       | Yes                                    |
| Tax Tribunal                                                                          | 0                                                                  | 100%            | 0%          | 0%               | 0%              | 0%                                       | No                                     |
| Transportation                                                                        | 50                                                                 | 95%             | 5%          | 0%               | 0%              | 0%                                       | No                                     |
| Veterans Affairs                                                                      | 175                                                                | 0%              | 100%        | 0%               | 0%              | 20%                                      | No                                     |
| Workers Compensation Commission                                                       | 786                                                                | 82%             | 18%         | 0%               | 0%              | 5%                                       | No                                     |
| <b>Statewide Totals:</b>                                                              | <b>381,725</b>                                                     |                 |             |                  |                 |                                          | <b>Yes: 17<br/>No: 36</b>              |

\* Denotes non-code agencies which requested to participate in the survey but are not required to.

\*\* An "Instance" is anytime a state employee communicates with a customer using bilingual skills.

\*\*\* "Master Contract" refers to a service thru which state employees can contact a bilingual telephone operator to assist with communication.

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i> | Employees in positions requiring bilingual skills and receiving supplement pay in FY 15 | Employees that used bilingual skills in FY15 | FREQUENCY OF USE |           |            |           | Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay? | Employees paid temporary assignment pay for bilingual skills? |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------|------------------|-----------|------------|-----------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                              |                                                                                         |                                              | every day        | 1x a week | 1x a month | 1x a year |                                                                                                            |                                                               |
| Aging                                                                                        | 11                                                                                      | 11                                           | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | No                                                            |
| Agriculture                                                                                  | 1                                                                                       | 1                                            | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | No                                                            |
| Arts Council                                                                                 | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | Yes                                                                                                        | No                                                            |
| Capital Development Board                                                                    | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Central Management Services                                                                  | 7                                                                                       | 7                                            | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | No                                                            |
| Children and Family Services                                                                 | 156                                                                                     | 156                                          | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | Yes                                                           |
| Civil Service Commission                                                                     | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Commerce and Economic Opportunity                                                            | 8                                                                                       | 8                                            | 31%              | 29%       | 19%        | 21%       | No                                                                                                         | No                                                            |
| Corrections                                                                                  | 24                                                                                      | 24                                           | 55%              | 35%       | 5%         | 5%        | Yes                                                                                                        | Yes                                                           |
| Criminal Justice Information Authority                                                       | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Deaf and Hard of Hearing Commission                                                          | 7                                                                                       | 7                                            | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | No                                                            |
| Developmental Disabilities Council                                                           | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Emergency Management Agency                                                                  | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Employment Security                                                                          | 154                                                                                     | 154                                          | 98%              | 0%        | 2%         | 0%        | Yes                                                                                                        | No                                                            |
| Environmental Protection Agency                                                              | 3                                                                                       | 3                                            | 100%             | 0%        | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Executive Ethics Commission                                                                  | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Financial and Professional Regulation                                                        | 11                                                                                      | 11                                           | 65%              | 30%       | 4%         | 1%        | No                                                                                                         | No                                                            |
| Gaming Board                                                                                 | 0                                                                                       | 0                                            | 100%             | 0%        | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Guardianship and Advocacy Commission                                                         | 7                                                                                       | 7                                            | 30%              | 50%       | 20%        | 0%        | No                                                                                                         | No                                                            |
| Healthcare and Family Services                                                               | 104                                                                                     | 80                                           | 70%              | 20%       | 9%         | 1%        | No                                                                                                         | Yes                                                           |
| Historic Preservation                                                                        | 1                                                                                       | 1                                            | 0%               | 0%        | 100%       | 0%        | Yes                                                                                                        | No                                                            |
| Human Rights Commission                                                                      | 3                                                                                       | 3                                            | 20%              | 30%       | 30%        | 20%       | No                                                                                                         | No                                                            |
| Human Rights Department                                                                      | 30                                                                                      | 30                                           | 54%              | 32%       | 7%         | 7%        | No                                                                                                         | No                                                            |
| Human Services                                                                               | 1,232                                                                                   | 1,232                                        | 54%              | 16%       | 27%        | 3%        | Yes                                                                                                        | Yes                                                           |
| Illinois Board of Higher Education                                                           | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Illinois Commerce Commission                                                                 | 4                                                                                       | 3                                            | 100%             | 0%        | 0%         | 0%        | No                                                                                                         | No                                                            |
| Illinois Health Information Exchange Authority                                               | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Insurance                                                                                    | 4                                                                                       | 4                                            | 50%              | 0%        | 25%        | 25%       | No                                                                                                         | No                                                            |
| Investment Board                                                                             | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Juvenile Justice                                                                             | 5                                                                                       | 5                                            | 100%             | 0%        | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Labor Department                                                                             | 12                                                                                      | 12                                           | 92%              | 8%        | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Labor Relations Board                                                                        | 0                                                                                       | 0                                            | 0%               | 0%        | 50%        | 50%       | Yes                                                                                                        | No                                                            |
| Labor Relations Board - Educational                                                          | 0                                                                                       | 1                                            | 0%               | 0%        | 0%         | 100%      | Yes                                                                                                        | No                                                            |
| Law Enforcement Training and Standards Board                                                 | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Lottery                                                                                      | 3                                                                                       | 3                                            | 90%              | 10%       | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Military Affairs                                                                             | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Natural Resources                                                                            | 2                                                                                       | 2                                            | 0%               | 0%        | 50%        | 50%       | No                                                                                                         | No                                                            |
| Office of Executive Inspector General                                                        | 1                                                                                       | 1                                            | 0%               | 100%      | 0%         | 0%        | Yes                                                                                                        | No                                                            |
| Pollution Control Board                                                                      | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Prisoner Review Board                                                                        | 2                                                                                       | 2                                            | 50%              | 50%       | 0%         | 0%        | No                                                                                                         | No                                                            |
| Property Tax Appeal Board                                                                    | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Public Health                                                                                | 29                                                                                      | 29                                           | 57%              | 40%       | 2%         | 1%        | No                                                                                                         | No                                                            |
| Racing Board                                                                                 | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | Yes                                                                                                        | No                                                            |
| Revenue                                                                                      | 15                                                                                      | 15                                           | 47%              | 27%       | 17%        | 9%        | No                                                                                                         | No                                                            |
| Sentencing Policy Advisory Council                                                           | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| State Fire Marshal                                                                           | 2                                                                                       | 2                                            | 0%               | 0%        | 50%        | 50%       | No                                                                                                         | No                                                            |
| State Police                                                                                 | 1                                                                                       | 0                                            | 0%               | 0%        | 100%       | 0%        | No                                                                                                         | No                                                            |
| State Police Merit Board                                                                     | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| State Retirement Systems                                                                     | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i> | Employees in positions requiring bilingual skills and receiving supplement pay in FY 15 | Employees that used bilingual skills in FY15 | FREQUENCY OF USE |           |            |           | Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay? | Employees paid temporary assignment pay for bilingual skills? |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------|------------------|-----------|------------|-----------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                              |                                                                                         |                                              | every day        | 1x a week | 1x a month | 1x a year |                                                                                                            |                                                               |
| Tax Tribunal                                                                                 | 0                                                                                       | 0                                            | 0%               | 0%        | 0%         | 100%      | No                                                                                                         | No                                                            |
| Transportation                                                                               | 15                                                                                      | 11                                           | 0%               | 0%        | 100%       | 0%        | No                                                                                                         | No                                                            |
| Veterans Affairs                                                                             | 1                                                                                       | 1                                            | 0%               | 100%      | 0%         | 0%        | No                                                                                                         | No                                                            |
| Workers Compensation Commission                                                              | 3                                                                                       | 3                                            | 82%              | 18%       | 0%         | 0%        | No                                                                                                         | No                                                            |
|                                                                                              | <b>1,858</b>                                                                            | <b>1,829</b>                                 |                  |           |            |           | <b>Yes: 14</b><br><b>No: 39</b>                                                                            | <b>Yes: 4</b><br><b>No: 49</b>                                |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i> | Filled Personnel Code positions with language codes | Vacant Personnel Code positions with language codes | Non-Personnel Code positions requiring bilingual skills | Posted bilingual vacancies with language code assigned | Posted bilingual vacancies with language code assigned that were filled | Positions with language codes assigned that were vacated | Positions revised to remove language code | Positions revised to add language code |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------|----------------------------------------|
| Aging                                                                                        | 6                                                   | 2                                                   | 0                                                       | 1                                                      | 1                                                                       | 0                                                        | 0                                         | 0                                      |
| Agriculture                                                                                  | 1                                                   | 6                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Arts Council                                                                                 | 0                                                   | 1                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Capital Development Board                                                                    | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Central Management Services                                                                  | 7                                                   | 8                                                   | 0                                                       | 3                                                      | 3                                                                       | 0                                                        | 0                                         | 0                                      |
| Children and Family Services                                                                 | 156                                                 | 33                                                  | 0                                                       | 52                                                     | 30                                                                      | 58                                                       | 5                                         | 0                                      |
| Civil Service Commission                                                                     | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Commerce and Economic Opportunity                                                            | 7                                                   | 10                                                  | 0                                                       | 0                                                      | 0                                                                       | 1                                                        | 0                                         | 0                                      |
| Corrections                                                                                  | 26                                                  | 4                                                   | 0                                                       | 8                                                      | 5                                                                       | 3                                                        | 0                                         | 11                                     |
| Criminal Justice Information Authority                                                       | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Deaf and Hard of Hearing Commission                                                          | 7                                                   | 1                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Developmental Disabilities Council                                                           | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Emergency Management Agency                                                                  | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Employment Security                                                                          | 85                                                  | 56                                                  | 0                                                       | 12                                                     | 10                                                                      | 22                                                       | 0                                         | 0                                      |
| Environmental Protection Agency                                                              | 3                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Executive Ethics Commission                                                                  | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Financial and Professional Regulation                                                        | 11                                                  | 17                                                  | 0                                                       | 0                                                      | 0                                                                       | 2                                                        | 0                                         | 0                                      |
| Gaming Board                                                                                 | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Guardianship and Advocacy Commission                                                         | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 1                                                        | 1                                         | 1                                      |
| Healthcare and Family Services                                                               | 72                                                  | 92                                                  | 0                                                       | 17                                                     | 8                                                                       | 13                                                       | 2                                         | 1                                      |
| Historic Preservation                                                                        | 1                                                   | 0                                                   | 0                                                       | 1                                                      | 1                                                                       | 0                                                        | 0                                         | 0                                      |
| Human Rights Commission                                                                      | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Human Rights Department                                                                      | 30                                                  | 12                                                  | 0                                                       | 3                                                      | 3                                                                       | 2                                                        | 0                                         | 0                                      |
| Human Services                                                                               | 1,271                                               | 768                                                 | 5                                                       | 257                                                    | 162                                                                     | 193                                                      | 3                                         | 5                                      |
| Illinois Board of Higher Education                                                           | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Illinois Commerce Commission                                                                 | 1                                                   | 0                                                   | 3                                                       | 1                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Illinois Health Information Exchange Authority                                               | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Insurance                                                                                    | 4                                                   | 3                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 1                                         | 1                                      |
| Investment Board                                                                             | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Juvenile Justice                                                                             | 2                                                   | 1                                                   | 0                                                       | 1                                                      | 0                                                                       | 0                                                        | 0                                         | 4                                      |
| Labor Department                                                                             | 12                                                  | 5                                                   | 0                                                       | 3                                                      | 1                                                                       | 1                                                        | 0                                         | 0                                      |
| Labor Relations Board                                                                        | 0                                                   | 1                                                   | 0                                                       | 0                                                      | 0                                                                       | 1                                                        | 0                                         | 0                                      |
| Labor Relations Board - Educational                                                          | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Law Enforcement Training and Standards Board                                                 | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Lottery                                                                                      | 3                                                   | 0                                                   | 0                                                       | 1                                                      | 1                                                                       | 0                                                        | 0                                         | 0                                      |
| Military Affairs                                                                             | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Natural Resources                                                                            | 0                                                   | 4                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Office of Executive Inspector General                                                        | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Pollution Control Board                                                                      | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Prisoner Review Board                                                                        | 2                                                   | 0                                                   | 0                                                       | 1                                                      | 1                                                                       | 0                                                        | 0                                         | 0                                      |
| Property Tax Appeal Board                                                                    | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Public Health                                                                                | 19                                                  | 34                                                  | 2                                                       | 14                                                     | 4                                                                       | 3                                                        | 1                                         | 3                                      |
| Racing Board                                                                                 | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Revenue                                                                                      | 15                                                  | 67                                                  | 0                                                       | 2                                                      | 2                                                                       | 1                                                        | 1                                         | 0                                      |
| Sentencing Policy Advisory Council                                                           | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| State Fire Marshal                                                                           | 2                                                   | 4                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| State Police                                                                                 | 1                                                   | 3                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| State Police Merit Board                                                                     | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| State Retirement Systems                                                                     | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Tax Tribunal                                                                                 | 0                                                   | 0                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 0                                      |
| Transportation                                                                               | 2                                                   | 5                                                   | 3                                                       | 0                                                      | 0                                                                       | 1                                                        | 0                                         | 0                                      |
| Veterans Affairs                                                                             | 1                                                   | 1                                                   | 0                                                       | 0                                                      | 0                                                                       | 0                                                        | 0                                         | 1                                      |
| Workers Compensation Commission                                                              | 3                                                   | 4                                                   | 0                                                       | 2                                                      | 1                                                                       | 0                                                        | 0                                         | 0                                      |
| <b>Statewide Totals:</b>                                                                     | <b>1,750</b>                                        | <b>1,142</b>                                        | <b>13</b>                                               | <b>379</b>                                             | <b>233</b>                                                              | <b>302</b>                                               | <b>14</b>                                 | <b>27</b>                              |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i> | Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille) | Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille) | Employees with signing or manual communication skills | Employees with Braille transcription skills |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|
| Aging                                                                                        | 10                                                                                                                 | 10                                                                                                                     | 0                                                     | 0                                           |
| Agriculture                                                                                  | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Arts Council                                                                                 | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Capital Development Board                                                                    | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Central Management Services                                                                  | 7                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Children and Family Services                                                                 | 148                                                                                                                | 8                                                                                                                      | 1                                                     | 0                                           |
| Civil Service Commission                                                                     | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Commerce and Economic Opportunity                                                            | 5                                                                                                                  | 2                                                                                                                      | 0                                                     | 0                                           |
| Corrections                                                                                  | 18                                                                                                                 | 6                                                                                                                      | 2                                                     | 0                                           |
| Criminal Justice Information Authority                                                       | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Deaf and Hard of Hearing Commission                                                          | 0                                                                                                                  | 0                                                                                                                      | 7                                                     | 0                                           |
| Developmental Disabilities Council                                                           | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Emergency Management Agency                                                                  | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Employment Security                                                                          | 135                                                                                                                | 18                                                                                                                     | 1                                                     | 0                                           |
| Environmental Protection Agency                                                              | 3                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Executive Ethics Commission                                                                  | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Financial and Professional Regulation                                                        | 11                                                                                                                 | 0                                                                                                                      | 0                                                     | 0                                           |
| Gaming Board                                                                                 | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Guardianship and Advocacy Commission                                                         | 4                                                                                                                  | 3                                                                                                                      | 0                                                     | 0                                           |
| Healthcare and Family Services                                                               | 89                                                                                                                 | 15                                                                                                                     | 0                                                     | 0                                           |
| Historic Preservation                                                                        | 0                                                                                                                  | 1                                                                                                                      | 0                                                     | 0                                           |
| Human Rights Commission                                                                      | 3                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Human Rights Department                                                                      | 23                                                                                                                 | 7                                                                                                                      | 0                                                     | 0                                           |
| Human Services                                                                               | 763                                                                                                                | 94                                                                                                                     | 386                                                   | 14                                          |
| Illinois Board of Higher Education                                                           | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Illinois Commerce Commission                                                                 | 4                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Illinois Health Information Exchange Authority                                               | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Insurance                                                                                    | 2                                                                                                                  | 2                                                                                                                      | 0                                                     | 0                                           |
| Investment Board                                                                             | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Juvenile Justice                                                                             | 5                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Labor Department                                                                             | 9                                                                                                                  | 3                                                                                                                      | 0                                                     | 0                                           |
| Labor Relations Board                                                                        | 0                                                                                                                  | 1                                                                                                                      | 0                                                     | 0                                           |
| Labor Relations Board - Educational                                                          | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Law Enforcement Training and Standards Board                                                 | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Lottery                                                                                      | 3                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Military Affairs                                                                             | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Natural Resources                                                                            | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Office of Executive Inspector General                                                        | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Pollution Control Board                                                                      | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Prisoner Review Board                                                                        | 2                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Property Tax Appeal Board                                                                    | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Public Health                                                                                | 27                                                                                                                 | 2                                                                                                                      | 0                                                     | 0                                           |
| Racing Board                                                                                 | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Revenue                                                                                      | 10                                                                                                                 | 5                                                                                                                      | 0                                                     | 0                                           |
| Sentencing Policy Advisory Council                                                           | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| State Fire Marshal                                                                           | 2                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| State Police                                                                                 | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| State Police Merit Board                                                                     | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| State Retirement Systems                                                                     | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i> | Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille) | Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille) | Employees with signing or manual communication skills | Employees with Braille transcription skills |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|
| Tax Tribunal                                                                                 | 0                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Transportation                                                                               | 15                                                                                                                 | 0                                                                                                                      | 0                                                     | 0                                           |
| Veterans Affairs                                                                             | 1                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| Workers Compensation Commission                                                              | 3                                                                                                                  | 0                                                                                                                      | 0                                                     | 0                                           |
| <b>Statewide Totals:</b>                                                                     | <b>1,307</b>                                                                                                       | <b>177</b>                                                                                                             | <b>397</b>                                            | <b>14</b>                                   |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Name                                    | <b>For agencies with bilingual staff:</b><br>What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Aging                                          | The Department monitors calls on an on-going basis to evaluate the need to hire more staff that speaks additional languages such as Polish and Chinese.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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 grants submitted to the Agency receiving technical assistance pertaining to their own grant applications. The Illinois Arts Council Agency is a very small agency and has utilized the language translation a handful of times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Central Management Services                    | Surveys such as this and recommendations of staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Children and Family Services                   | The number of calls to the hotline and information lines, child protection cases, open cases in placement, day care and foster care licensing and when a caller request to speak with a person in Spanish or another language.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Commerce and Economic Opportunity              | Management assessment when filling vacancies; determination of needed language skills based on a vacant position's potential client base and need to provide bilingual services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Corrections                                    | Inmate population                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Criminal Justice Information Authority         | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Employment Security                            | IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Environmental Protection Agency                | The Agency uses feedback from employees and the public to ensure effective public service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Executive Ethics Commission                    | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Financial and Professional Regulation          | Determination is made by the number of telephone inquiries and complaints received by the Department that requires translators; and, the number of licensees who require translators during the investigative and examination process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Guardianship and Advocacy Commission           | The number of positions of need are determined based upon client needs after requirements are determined by way of the intake process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Healthcare and Family Services                 | The numbers are generated by geographical need based on customer/client makeup and population demand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Historic Preservation                          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Human Rights Commission                        | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Human Rights Department                        | The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as Investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual option positions. Additionally, the Department has its "Filing A Charge of Discrimination" brochure in 15 different languages. |
| Human Services                                 | calls/emails received from the public with the need; bi-annual analysis of client cases/applications and divided by a case load ratio to determine the bilingual staff need; customer requests; use of contract interpreters; census and community needs; leadership needs assessment; speech/language assessments; historical data; admission data;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Illinois Commerce Commission                   | To the extent that there was an influx of calls to the Consumer Services Division requesting service in a specific language, it would be necessary to collect data on the number of such requests and perform research to determine if there is an under served demographic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Illinois Health Information Exchange Authority | N/A. The Agency has limited direct engagement with external clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Insurance                                      | Bilingual needs and positions are determined by Senior Management based on demand within each geographical area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Juvenile Justice                               | 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 requires to assist with bilingual need on an intermittent basis. Also, time logs were kept this year by staff to determine if bilingual skills were used for at least 10% of an employees day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Labor Department                               | Management continually analyzes information from our Intranet SharePoint spreadsheet as well as daily office activities to determine all types of bilingual staffing necessary to provide effective client services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Labor Relations Board                          | The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Labor Relations Board - Educational            | Annual needs assessment survey is sent to all staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Lottery                                        | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Natural Resources                              | Same as #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

|                                       |                                                                                                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Name                           | <b>For agencies with bilingual staff:</b><br>What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?                |
| Office of Executive Inspector General | The OEIG is exempt from the Personnel Code and does not designate language requirements in job descriptions. However, we do provide our Spanish-speaking clients with translation services.                    |
| Prisoner Review Board                 | Bilingual needs are assessed by the management on a periodic basis throughout the year based on the demand, agency needs, and day to day work.                                                                 |
| Property Tax Appeal Board             | Property Tax Appeal Board (PTAB) employees have been given the information needed to utilize the interpretation and translation master contract; to date, PTAB has had no need for this service.               |
| Public Health                         | Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our limited English proficient population.                            |
| Racing Board                          | Feedback from licensees and employees has typically determined whether or not bilingual services are necessary.                                                                                                |
| Revenue                               | Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.                                                 |
| State Police                          | The agency relies on personnel in the field to request the need for bilingual skills.                                                                                                                          |
| Transportation                        | Organization entities notify the central office of the need based upon work unit functions and public interaction needs. The central office reviews the need and works with the entity to establish positions. |
| Veterans Affairs                      | Veterans' Affairs Senior Management Staff consists of two bilingual staff members. In addition, there are other staff members who are bilingual.                                                               |
| Workers Compensation Commission       | SPECIAL SERVICE REQUESTS                                                                                                                                                                                       |



## FY 2015 Bilingual Needs and Bilingual Pay Survey

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Name                                    | <b>For agencies with bilingual staff:</b><br>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 Senior Helpline logs all bilingual calls and assistance through a client tracking system. The Department constantly monitors operations to ensure staffing is adequate to render effective service to Spanish speaking clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Arts Council                                   | The Agency has 11 full-time employees and one position has the Spanish language option for the Agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Central Management Services                    | Surveys such as this and recommendations of staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Children and Family Services                   | The number of calls to the hotline and information lines, child protection cases, open cases in placement, day care and foster care licensing and when a caller request to speak with a person in Spanish.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Commerce and Economic Opportunity              | Management assessment when filling vacancies. Agency established a new unit in Regional Economic Development to service and assist Latino Business Development. A 4d3 exempt position was filled in FY15 in this unit from 12/1/2014 - 1/31/2015. Please note on Question 7, this information is not reflected in response to this question because it was not a posted vacancy notice due to it being 4d3 exempt/Rutan exempt.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Corrections                                    | Inmate Spanish population                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Criminal Justice Information Authority         | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Deaf and Hard of Hearing Commission            | If we do provide services to spanish speaking individuals, we hire interpreters with spanish speaking sign language knowledge.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Employment Security                            | IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Environmental Protection Agency                | The Agency reviews call volume - AVAYA, the volume of work that requires translation and uses feedback from employees and the public to ensure effective service is provided to the Spanish speaking public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Executive Ethics Commission                    | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Financial and Professional Regulation          | See 14a above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Guardianship and Advocacy Commission           | Same as (a).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Healthcare and Family Services                 | The numbers are generated by geographical need based on customer/client makeup and population demand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Historic Preservation                          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Human Rights Commission                        | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Human Rights Department                        | The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on the charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as Investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual option positions. Additionally, the Department has its "Filing A Charge of Discrimination" brochure in 15 different languages. |
| Human Services                                 | From the calls/inquiries by phone or email received from Spanish speaking customers; from management observation based on frequency of need for interpreters; review of underserved areas; customer/community/student needs; census data; annual survey of patient needs;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Illinois Commerce Commission                   | The Consumer Services Division tracks data on the number of requests for service in Spanish via call center software. The number of Spanish language calls received justify the need for bilingual staffing of our call center. The percentage of calls that we are able to answer with our current staffing level guides us in the determination of how many positions are needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Illinois Health Information Exchange Authority | N/A. The Agency has limited direct engagement with external clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Insurance                                      | Bilingual needs and positions are determined by Senior Management based on demand within each geographical area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Juvenile Justice                               | 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 requires to assist with bilingual need on an intermittent basis. Also, time logs were kept this year by staff to determine if bilingual skills were used for at least 10% of an employees day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Labor Department                               | Management continually analyzes information from our Intranet SharePoint spreadsheet as well as daily office activities to determine Spanish-speaking staffing necessary to provide effective client services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Labor Relations Board                          | The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Labor Relations Board - Educational            | Annual needs assessment survey is sent to all staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Lottery                                        | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Natural Resources                              | Same as #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                           | <b>For agencies with bilingual staff:</b><br>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?     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office of Executive Inspector General | The OEIG is exempt from the Personnel Code and does not designate language requirements in job descriptions. However, we do provide our Spanish-speaking clients with translation services.                                           |
| Prisoner Review Board                 | Review of the day to day operations, bilingual requests, and incoming/outgoing phone calls.                                                                                                                                           |
| Property Tax Appeal Board             | Two employees in our Des Plaines office, one clerical and one Administrative Law Judge, have the ability to respond to Spanish speaking clients; to date this option has not been needed.                                             |
| Public Health                         | Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our limited English proficient population.                                                   |
| Racing Board                          | Feedback from licensees and employees has typically determined whether or not bilingual services are necessary.                                                                                                                       |
| Revenue                               | Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.                                                                        |
| State Police                          | The agency relies on supervisors to evaluate the need for bilingual positions                                                                                                                                                         |
| Transportation                        | See above.                                                                                                                                                                                                                            |
| Veterans Affairs                      | Most of the Agency's needs for spanish speaking positions are within the Veterans' Service Officer positions since they're in direct contact with Veterans and their families. Their needs are tracked and managed through Cyber Vet. |
| Workers Compensation Commission       | SPECIAL SERVICE REQUESTS                                                                                                                                                                                                              |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                  | <b>For agencies with no bilingual staff:</b><br>How does the agency determine that it does not require any bilingual staff?                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agriculture                                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Capital Development Board                    | There have been no instances in which bilingual staff has been necessary to communicate with any of our industry partners.                                                                                                                                                                                                                                                                                                                   |
| Civil Service Commission                     | The Civil Service Commission has jurisdiction over employees of the State of Illinois. The Commission has never encountered a need to service an employee who was unable to speak english.                                                                                                                                                                                                                                                   |
| 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 the master contract to assist people who speak Spanish or other languages when necessary.                                                                                                                                                                  |
| Emergency Management Agency                  | NA                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Gaming Board                                 | the IGB has not experienced a demand from the public that would the requirement of bilingual staff. We will re-evaluate as needed.                                                                                                                                                                                                                                                                                                           |
| Investment Board                             | Illinois State Board of Investment has extremely minimal contact with the general public. Most inquiries go directly to the State Retirement Systems in Springfield for disposition.                                                                                                                                                                                                                                                         |
| Law Enforcement Training and Standards Board | We are a law enforcement board that communicates almost entirely with law enforcement and government agencies.                                                                                                                                                                                                                                                                                                                               |
| Military Affairs                             | By determining whether the employees can understand the language used at the work site.                                                                                                                                                                                                                                                                                                                                                      |
| Pollution Control Board                      | Review of logs                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sentencing Policy Advisory Council           | SPAC is a research entity that reports to the three branches of government. We do not provide direct services to individuals.                                                                                                                                                                                                                                                                                                                |
| 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 filed staff and phone calls received in our offices. We have bilingual positions located in our Springfield and Chicago Offices and in areas of the state where the demand is greater. At this time, all bilingual positions at our agency are Spanish speaking positions. |
| State Police Merit Board                     | our act requires all applicants to be Illinois state troopers speak English. We have never had to utilize anyone to translate a conversation.                                                                                                                                                                                                                                                                                                |
| State Retirement Systems                     | SRS serves its members and retirees who either are or were State of Illinois employees. There have been extremely few instances in years past that have required interpretation services for deaf or hard of hearing customers and no customers who required bilingual services due to a language barrier. Unlike many other agencies, SRS does not serve the general public who may require interpretation services.                        |
| Tax Tribunal                                 | The docket system tracks the need for bilingual services. As there has been no need for bilingual services, it was determined there was no need for bilingual staff.                                                                                                                                                                                                                                                                         |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | 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.                                                                                                                                  |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aging                                          | Senior Helpline Client Tracking System                                                                                                                                                                                                                                                                                                      |
| Agriculture                                    | Call log                                                                                                                                                                                                                                                                                                                                    |
| Arts Council                                   | Our agency does not track translation inquiries.                                                                                                                                                                                                                                                                                            |
| Capital Development Board                      | N/A                                                                                                                                                                                                                                                                                                                                         |
| Central Management Services                    | Telephone calls, call logs, email notes, case management software, online applications, direct contact through public presentations and seminars, and limited English proficiency (LEP) tracking practices.                                                                                                                                 |
| Children and Family Services                   | Budget and Finance billing of calls and database of families requiring services in Spanish, SACWIS data system indicating the language of preference, case management software.                                                                                                                                                             |
| Civil Service Commission                       | not applicable                                                                                                                                                                                                                                                                                                                              |
| Commerce and Economic Opportunity              | Translation/interpretation services are tracked in various ways, some by case management software, individual notes on meetings, events, phone calls/conferences, company visits, trade shows and trade missions.                                                                                                                           |
| Corrections                                    | Facility call logs and Case Management software.                                                                                                                                                                                                                                                                                            |
| Criminal Justice Information Authority         | 0                                                                                                                                                                                                                                                                                                                                           |
| Deaf and Hard of Hearing Commission            | N/A                                                                                                                                                                                                                                                                                                                                         |
| Developmental Disabilities Council             | Employees report usage to the Accountant & the Fiscal & Operations Director. In addition, they are tracked with the review of invoices for payment.                                                                                                                                                                                         |
| Emergency Management Agency                    | Master contract usage                                                                                                                                                                                                                                                                                                                       |
| Employment Security                            | Master contractor, LEP tracking, software, IBIS                                                                                                                                                                                                                                                                                             |
| Environmental Protection Agency                | AVAYA reporting for contact center software                                                                                                                                                                                                                                                                                                 |
| Executive Ethics Commission                    | Generally noted if ever were to occur                                                                                                                                                                                                                                                                                                       |
| Financial and Professional Regulation          | The above number is an estimate. It is impossible to accurately track daily interactions with the public. The most consistent tracking system is through pre-approved translations for legal hearings.                                                                                                                                      |
| Gaming Board                                   | Email                                                                                                                                                                                                                                                                                                                                       |
| Guardianship and Advocacy Commission           | The Office of State Guardian tracks with case management software called CompuTrust. The Legal Advocacy and Human Rights programs use paper logs.                                                                                                                                                                                           |
| Healthcare and Family Services                 | Survey sent to all employees receiving bilingual pay. The total is from the received survey responses.                                                                                                                                                                                                                                      |
| Historic Preservation                          | Not formally tracked. Have had a few instances at Historic Sites of non-English visitors or hard of hearing visitors.                                                                                                                                                                                                                       |
| Human Rights Commission                        | call log                                                                                                                                                                                                                                                                                                                                    |
| Human Rights Department                        | It depends on the Division/Unit within the Department. The Department utilizes its internal case management system and federal case management systems to track cases. Calls are tracked in a number of ways (logs, calendars, production reports, etc.) and in accordance with the Department's Division/Unit policies and procedures.     |
| Human Services                                 | Call logs; Information Systems databases; emails; payment invoices to Chicago Area Interpreter Referral services and Propio Language Line; interview statements; individual service plans; assessment/sign-in sheets; case notes; requests for provisions of interpreters and/or Computer Aided Real-Time (CART) services; billing invoices |
| Illinois Board of Higher Education             | 0                                                                                                                                                                                                                                                                                                                                           |
| Illinois Commerce Commission                   | Call center software- Spanish callers are tracked in queues that go only to Spanish speaking counselors.                                                                                                                                                                                                                                    |
| Illinois Health Information Exchange Authority | Client calls requiring additional assistance are escalated internally - no such instances have occurred.                                                                                                                                                                                                                                    |
| Insurance                                      | Calls are logged on call sheets and we have a walk-in log, which separates English and non-English speaking consumers. The Department also tracks Spanish calls placed on our call center through the VOIP system.                                                                                                                          |
| Investment Board                               | N/A                                                                                                                                                                                                                                                                                                                                         |
| Juvenile Justice                               | Case management cumulative summaries, employee time sheets and automated management systems.                                                                                                                                                                                                                                                |
| Labor Department                               | This information is tracked by employees as received through the IDOL Intranet application for LEP                                                                                                                                                                                                                                          |
| Labor Relations Board                          | log                                                                                                                                                                                                                                                                                                                                         |
| Labor Relations Board - Educational            | Call log                                                                                                                                                                                                                                                                                                                                    |
| Law Enforcement Training and Standards Board   | 0                                                                                                                                                                                                                                                                                                                                           |
| Lottery                                        | N/A                                                                                                                                                                                                                                                                                                                                         |
| Military Affairs                               | N/A                                                                                                                                                                                                                                                                                                                                         |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

|                                       |                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Name                           | 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.                                                                                      |
| Natural Resources                     | Although the DNR does have bilingual staff, there currently is not process in place to track or monitor bilingual needs or service provided to the public. The Department recognizes the to and will work with the internal technology staff to develop a tracking system on a statewide basis. |
| Office of Executive Inspector General | The number is derived from tallies of phone contacts from people who requested translation services and of interviews with state employees and others who requested translation services.                                                                                                       |
| Pollution Control Board               | Logged by Clerk's Office                                                                                                                                                                                                                                                                        |
| Prisoner Review Board                 | n/a                                                                                                                                                                                                                                                                                             |
| Property Tax Appeal Board             | Employees were notified to utilize the master contract for intepretation and translation services -- PTAB was not identified as having utilized those services.                                                                                                                                 |
| Public Health                         | Interactions are tracked through databases, call logs and calendars.                                                                                                                                                                                                                            |
| Racing Board                          | The Board has no formal tracking mechanism in place as historically the number of instances has been insignificant.                                                                                                                                                                             |
| Revenue                               | Interactions are tracked utilizing call logs and case management software.                                                                                                                                                                                                                      |
| Sentencing Policy Advisory Council    | N/A                                                                                                                                                                                                                                                                                             |
| State Fire Marshal                    | Other                                                                                                                                                                                                                                                                                           |
| State Police                          | Estimated                                                                                                                                                                                                                                                                                       |
| State Police Merit Board              | we would track them on a log if we ever had any to log                                                                                                                                                                                                                                          |
| State Retirement Systems              | N/A                                                                                                                                                                                                                                                                                             |
| Tax Tribunal                          | If there were a need, instances would be tracked in the Tribunal's docket system                                                                                                                                                                                                                |
| Transportation                        | Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language translation. No interviews required this in FY'15.                                                                                                                                            |
| Veterans Affairs                      | No current tracking method in place                                                                                                                                                                                                                                                             |
| Workers Compensation Commission       | DAILY LOG                                                                                                                                                                                                                                                                                       |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices). |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aging                                          | 7 Proprio Polish                                                                                                                                                                                                                                                                                      |
| Agriculture                                    | N/A                                                                                                                                                                                                                                                                                                   |
| Arts Council                                   | 0                                                                                                                                                                                                                                                                                                     |
| Capital Development Board                      | N/A                                                                                                                                                                                                                                                                                                   |
| Central Management Services                    | 4                                                                                                                                                                                                                                                                                                     |
| Children and Family Services                   | 2340 requests made for Spanish, Vietnamese, Swahili, Arabic, Chinese, Hindi, Polish, French.                                                                                                                                                                                                          |
| Civil Service Commission                       | not applicable                                                                                                                                                                                                                                                                                        |
| Commerce and Economic Opportunity              | Six                                                                                                                                                                                                                                                                                                   |
| Corrections                                    | 1-French; 1- Gujarati; 4- Polish; 1-Russian; 33- Spanish                                                                                                                                                                                                                                              |
| Criminal Justice Information Authority         | NA                                                                                                                                                                                                                                                                                                    |
| Deaf and Hard of Hearing Commission            | N/A                                                                                                                                                                                                                                                                                                   |
| Developmental Disabilities Council             | NA                                                                                                                                                                                                                                                                                                    |
| Emergency Management Agency                    | 4, Spanish                                                                                                                                                                                                                                                                                            |
| Employment Security                            | 10,627. 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.                                              |
| Environmental Protection Agency                | N/A                                                                                                                                                                                                                                                                                                   |
| Executive Ethics Commission                    | NA                                                                                                                                                                                                                                                                                                    |
| Financial and Professional Regulation          | One - Spanish                                                                                                                                                                                                                                                                                         |
| Gaming Board                                   | n/a                                                                                                                                                                                                                                                                                                   |
| Guardianship and Advocacy Commission           | NA                                                                                                                                                                                                                                                                                                    |
| Healthcare and Family Services                 | 16482                                                                                                                                                                                                                                                                                                 |
| Historic Preservation                          | N/A                                                                                                                                                                                                                                                                                                   |
| Human Rights Commission                        | 2                                                                                                                                                                                                                                                                                                     |
| Human Rights Department                        | The CMS summary indicates that the Department used the service (46) times for a total of 2,310 minutes. The primary source language was Spanish but Polish was also required.                                                                                                                         |
| Human Services                                 | Arabic - 35; Assyrian - 5; Bosnian - 10; Polish - 53; Swahili - 1; Spanish - 41; Vietnamese - 23; Korean 20; Albanian - 7; Hindi - 14; Japanese - 7; Urdu - 4; Lithuanian - 4; Russian - 8; Bulgarian - 19; Amharic - 7; Haitian Creole - 1; Mandarin - 1; Tigrinya - 3; Sign Language - 1            |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                   |
| Illinois Commerce Commission                   | N/A                                                                                                                                                                                                                                                                                                   |
| Illinois Health Information Exchange Authority | 0                                                                                                                                                                                                                                                                                                     |
| Insurance                                      | 19 instances total (Chinese-1, Tagalog-3, Korean-5, Mandarin-1, Persian-1, Polish-5, Portuguese-1, Russian-1, Vietnamese-1)                                                                                                                                                                           |
| Investment Board                               | N/A                                                                                                                                                                                                                                                                                                   |
| Juvenile Justice                               | N/A                                                                                                                                                                                                                                                                                                   |
| Labor Department                               | n/a                                                                                                                                                                                                                                                                                                   |
| Labor Relations Board                          | N/A                                                                                                                                                                                                                                                                                                   |
| Labor Relations Board - Educational            | N/A                                                                                                                                                                                                                                                                                                   |
| Law Enforcement Training and Standards Board   | NA                                                                                                                                                                                                                                                                                                    |
| Lottery                                        | NA                                                                                                                                                                                                                                                                                                    |
| Military Affairs                               | N/A                                                                                                                                                                                                                                                                                                   |
| Natural Resources                              | N/A                                                                                                                                                                                                                                                                                                   |
| Office of Executive Inspector General          | N/A                                                                                                                                                                                                                                                                                                   |
| Pollution Control Board                        | N/A                                                                                                                                                                                                                                                                                                   |
| Prisoner Review Board                          | n/a                                                                                                                                                                                                                                                                                                   |
| Property Tax Appeal Board                      | NA                                                                                                                                                                                                                                                                                                    |
| Public Health                                  | 202; 200 Spanish and 2 Polish                                                                                                                                                                                                                                                                         |
| Racing Board                                   | NA                                                                                                                                                                                                                                                                                                    |
| Revenue                                        | Albanian- 3 Arabic-7 Bengali-1 Burmese-5 Cantonese-2 Chin-1 Chin (Lai)-1 Filipino-1 French-12 German-1 Japanese-1 Korean-4 Mandarin-7 Polish-14 Russian-4 Spanish- 7772 Swahili-3 Ukrainian-2 Urdu-1 Vietnamese-3                                                                                     |
| Sentencing Policy Advisory Council             | N/A                                                                                                                                                                                                                                                                                                   |
| State Fire Marshal                             | N/A                                                                                                                                                                                                                                                                                                   |
| State Police                                   | Albanian 1 Arabic 1 Armenian 1 Cantonese 3 French 2<br>Korean 1 Polish 1 Portuguese 1 Spanish 20 Swahili 1                                                                                                                                                                                            |

### FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                     | Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices). |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| State Police Merit Board        | na                                                                                                                                                                                                                                                                                                    |
| State Retirement Systems        | N/A                                                                                                                                                                                                                                                                                                   |
| Tax Tribunal                    | N/A                                                                                                                                                                                                                                                                                                   |
| Transportation                  | NA                                                                                                                                                                                                                                                                                                    |
| Veterans Affairs                | There were no requests                                                                                                                                                                                                                                                                                |
| Workers Compensation Commission | N/A                                                                                                                                                                                                                                                                                                   |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required.                                                                                                                                                    |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aging                                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agriculture                                    | A sign language interpreter is hired during the Illinois State Fair and DuQuoin State Fair.                                                                                                                                                                                                                                                                                                                                               |
| Arts Council                                   | 0                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Capital Development Board                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Central Management Services                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Children and Family Services                   | Agency staff use community agencies. A total of 2340 request were made for interpreter services.                                                                                                                                                                                                                                                                                                                                          |
| Civil Service Commission                       | not applicable                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Commerce and Economic Opportunity              | No other services were utilized.                                                                                                                                                                                                                                                                                                                                                                                                          |
| Corrections                                    | Google Translate and IDOC Staff- Number unknown.                                                                                                                                                                                                                                                                                                                                                                                          |
| Criminal Justice Information Authority         | NA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Deaf and Hard of Hearing Commission            | Independent Sign Language Interpreters are utilized on an as needed basis for staff who are hearing impaired to attend meetings, trainings, etc.                                                                                                                                                                                                                                                                                          |
| Developmental Disabilities Council             | NA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Emergency Management Agency                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Employment Security                            | Deaf Communication by Innovation and Chicago Area Interpreters were utilized several times during the FY for sign language interpreter services. Bishop Jill Kushner provided translation services into Spanish for an IJL brochure.                                                                                                                                                                                                      |
| Environmental Protection Agency                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Executive Ethics Commission                    | NA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Financial and Professional Regulation          | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Gaming Board                                   | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Guardianship and Advocacy Commission           | Illinois Relay is used for the hearing impaired                                                                                                                                                                                                                                                                                                                                                                                           |
| Healthcare and Family Services                 | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Historic Preservation                          | Occasionally we may contact the Illinois School for the Deaf or an employee with language skills for a large group of visitors.                                                                                                                                                                                                                                                                                                           |
| Human Rights Commission                        | 2                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Human Rights Department                        | In addition to the language interpretation services phone line, the Department used Translation Smart to translate its brochures into various languages. Over the years, the Department's "Filing a Charge of Discrimination" brochure has been translated into 15 languages. The Department also utilizes its bilingual staff who receive the bilingual pay option and sign language interpreters (five for sign language interpreters). |
| Human Services                                 | Current DHS bilingual employees; Polish Interpreters; Hispanic/Latino hotline; Spoken Language Interpreter Network; Center for sign and hearing; Change & Innovation; Chicago Hearing Society; Deaf Communication by Innovation; Language Access Metro Project; Multilingual Connections LLC; Computer Aided Real-Time Services                                                                                                           |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Illinois Commerce Commission                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Illinois Health Information Exchange Authority | The Agency makes available certain client resources in Spanish. The Agency used the State's Master contract for translation services, MultiLingual Servicws, LLC.                                                                                                                                                                                                                                                                         |
| Insurance                                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Investment Board                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Juvenile Justice                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Labor Department                               | Bengali - 2 Bulgarian - 5 Lithuanian - 1 Mandarin - 3 Polish - 19 Russian - 2 Spanish - 61 Swahili - 2 Ukrainian - 4 Vietnamese - 2                                                                                                                                                                                                                                                                                                       |
| Labor Relations Board                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Labor Relations Board - Educational            | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Law Enforcement Training and Standards Board   | NA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Lottery                                        | NA                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Military Affairs                               | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Natural Resources                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Office of Executive Inspector General          | The OEIG did not utilize interpreter services. OEIG staff provided translation services to members of the public who contacted our office to lodge complaints, and to State employees in the context of investigative interviews.                                                                                                                                                                                                         |
| Pollution Control Board                        | None                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Prisoner Review Board                          | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                       |



### FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                        | In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required. |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Tax Appeal Board          | NA                                                                                                                                                                                                                                                                                     |
| Public Health                      | NA                                                                                                                                                                                                                                                                                     |
| Racing Board                       | Client-provided interpreter.                                                                                                                                                                                                                                                           |
| Revenue                            | In-house bilingual staff.                                                                                                                                                                                                                                                              |
| Sentencing Policy Advisory Council | N/A                                                                                                                                                                                                                                                                                    |
| State Fire Marshal                 | N/A                                                                                                                                                                                                                                                                                    |
| State Police                       | ISP Sworn Officers                                                                                                                                                                                                                                                                     |
| State Police Merit Board           | none                                                                                                                                                                                                                                                                                   |
| State Retirement Systems           | N/A                                                                                                                                                                                                                                                                                    |
| Tax Tribunal                       | N/A                                                                                                                                                                                                                                                                                    |
| Transportation                     | None                                                                                                                                                                                                                                                                                   |
| Veterans Affairs                   | There were no requests                                                                                                                                                                                                                                                                 |
| Workers Compensation Commission    | N/A                                                                                                                                                                                                                                                                                    |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment?                                                                                                                                                                                                                                                                     | Did your agency use census data? | Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients? | Did your agency use consent decrees? | Did your agency use data from telephone interpreters? |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------|
| Aging                                          | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                               | Yes                                                                                                             | No                                   | No                                                    |
| Agriculture                                    | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Arts Council                                   | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Capital Development Board                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Central Management Services                    | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                              | Yes                                                                                                             | No                                   | Yes                                                   |
| Children and Family Services                   | 214                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                              | Yes                                                                                                             | Yes                                  | Yes                                                   |
| Civil Service Commission                       | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Commerce and Economic Opportunity              | Management assessment when filling vacancies - three new positions were established with bilingual skills to meet business economic needs. One of those positions was filled for a two month period.                                                                                                                                                                                                                                                                                                                                                                      | No                               | No                                                                                                              | No                                   | No                                                    |
| Corrections                                    | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Criminal Justice Information Authority         | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Deaf and Hard of Hearing Commission            | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | Yes                                                   |
| Developmental Disabilities Council             | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | Yes                                                   |
| Emergency Management Agency                    | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                               | No                                                                                                              | No                                   | No                                                    |
| Employment Security                            | At least 127, to be in compliance with the State Services Assurance Act. Furthermore, during EO's review, this office made recommendations to divisions for hiring additional bilingual staff in certain DHR regions. EO asked divisions to perform an in-depth analysis of their bilingual needs, using certain statistical data as support. This process is on-going.                                                                                                                                                                                                   | Yes                              | Yes                                                                                                             | No                                   | Yes                                                   |
| Environmental Protection Agency                | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Executive Ethics Commission                    | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Financial and Professional Regulation          | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Gaming Board                                   | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Guardianship and Advocacy Commission           | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | Yes                                                                                                             | No                                   | Yes                                                   |
| Healthcare and Family Services                 | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Historic Preservation                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Human Rights Commission                        | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Human Rights Department                        | 42                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                               | No                                                                                                              | No                                   | No                                                    |
| Human Services                                 | 522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                              | Yes                                                                                                             | Yes                                  | Yes                                                   |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Illinois Commerce Commission                   | There have been no requests for services in languages other than English and Spanish in FY 2015. In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2015, 670 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 505 of these requests, for a 24.6% 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. | No                               | No                                                                                                              | No                                   | No                                                    |
| Illinois Health Information Exchange Authority | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No                               | No                                                                                                              | No                                   | No                                                    |
| Insurance                                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                               | No                                                                                                              | No                                   | No                                                    |

### FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                  | Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment? | Did your agency use census data? | Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients? | Did your agency use consent decrees? | Did your agency use data from telephone interpreters? |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------|
| Investment Board                             | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |
| Juvenile Justice                             | 3                                                                                                                                                                                                                                                                                                     | Yes                              | No                                                                                                              | No                                   | Yes                                                   |
| Labor Department                             | n/a                                                                                                                                                                                                                                                                                                   | No                               | Yes                                                                                                             | No                                   | Yes                                                   |
| Labor Relations Board                        | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |
| Labor Relations Board - Educational          | There is not a need for a bilingual employee at this time.                                                                                                                                                                                                                                            | No                               | No                                                                                                              | No                                   | No                                                    |
| Law Enforcement Training and Standards Board | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| Lottery                                      | NA                                                                                                                                                                                                                                                                                                    | No                               | No                                                                                                              | No                                   | Yes                                                   |
| Military Affairs                             | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |
| Natural Resources                            | The Department requests information from managers on a statewide basis to provide details on critical hiring needs. Human Resources request analysis on bilingual needs that may have occurred or to identify areas with which specific bilingual needs that have not been met.                       | No                               | No                                                                                                              | No                                   | No                                                    |
| Office of Executive Inspector General        | N/A. While the OEIG provides translation services to clients who request them, no OEIG position descriptions require bilingual proficiency.                                                                                                                                                           | No                               | No                                                                                                              | No                                   | No                                                    |
| Pollution Control Board                      | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |
| Prisoner Review Board                        | 2                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| Property Tax Appeal Board                    | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| Public Health                                | 55                                                                                                                                                                                                                                                                                                    | No                               | No                                                                                                              | No                                   | No                                                    |
| Racing Board                                 | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| Revenue                                      | Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.                                                                                                                                        | No                               | No                                                                                                              | No                                   | Yes                                                   |
| Sentencing Policy Advisory Council           | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| 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 our Springfield and Chicago Offices.    | No                               | No                                                                                                              | No                                   | No                                                    |
| State Police                                 | NA                                                                                                                                                                                                                                                                                                    | No                               | No                                                                                                              | No                                   | No                                                    |
| State Police Merit Board                     | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| State Retirement Systems                     | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |
| Tax Tribunal                                 | 0                                                                                                                                                                                                                                                                                                     | No                               | No                                                                                                              | No                                   | No                                                    |
| Transportation                               | NA                                                                                                                                                                                                                                                                                                    | No                               | No                                                                                                              | No                                   | No                                                    |
| Veterans Affairs                             | Not applicable                                                                                                                                                                                                                                                                                        | Yes                              | No                                                                                                              | No                                   | No                                                    |
| Workers Compensation Commission              | N/A                                                                                                                                                                                                                                                                                                   | No                               | No                                                                                                              | No                                   | No                                                    |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | 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                                    | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Arts Council                                   | 2 employees - PSA and Arts Council Coordinator - Spanish                                                                                                                                                                                                                                                                                                              | 0                                                                                                                                                                                                                                                                                                                                                                                             |
| Capital Development Board                      | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Central Management Services                    | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Children and Family Services                   | NA                                                                                                                                                                                                                                                                                                                                                                    | - 6 Employees - Titles are Office Associate, Child Welfare Specialist, Child Welfare Advanced Specialist, and Public Service Administrator - An employee receives TA pay for the portion of the day he/she is providing bilingual services                                                                                                                                                    |
| Civil Service Commission                       | na                                                                                                                                                                                                                                                                                                                                                                    | na                                                                                                                                                                                                                                                                                                                                                                                            |
| Commerce and Economic Opportunity              | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Corrections                                    | 7-Correctional Officers- Spanish 1- Correctional Officers- Polish 3- Correctional Residence Counselors- Spanish 1- Correctional Counselor- Spanish 1- Center Supervisor- Spanish 1- Executive 3- Spanish 1- Assistant Warden of Programs- Spanish                                                                                                                     | 2- Correctional Officers- Spanish 2- Correctional Counselors II- Spanish                                                                                                                                                                                                                                                                                                                      |
| Criminal Justice Information Authority         | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Deaf and Hard of Hearing Commission            | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Developmental Disabilities Council             | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Emergency Management Agency                    | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Employment Security                            | Information is not tracked. Above answer is a "guesstimate", because information sought is not tracked. Additionally, it is not possible to survey employees who are not identified. We're assuming by diverse workforce & diverse clientele that at least some of these used another language at one point or another. However, not enough to receive bilingual pay. | There were none that we are aware of.                                                                                                                                                                                                                                                                                                                                                         |
| Environmental Protection Agency                | 5 Employees: 1 PSA, 2 Environmental Protection Engineers, 2 Vehicle Emission Compliance Inspectors. All 5 employees used Spanish.                                                                                                                                                                                                                                     | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Executive Ethics Commission                    | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Financial and Professional Regulation          | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Gaming Board                                   | Lucy Bautista-Office Coordinator-Spanish<br>Bernardo Guillen-Gaming Special Agent-Spanish<br>Fernando Cepada-Gaming Special Agent-Spanish                                                                                                                                                                                                                             | n/a                                                                                                                                                                                                                                                                                                                                                                                           |
| Guardianship and Advocacy Commission           | NA                                                                                                                                                                                                                                                                                                                                                                    | NA                                                                                                                                                                                                                                                                                                                                                                                            |
| Healthcare and Family Services                 | N/A                                                                                                                                                                                                                                                                                                                                                                   | 1 Paralegal Assistant (Spanish) (7/8/2014 - 9/30/2014)                                                                                                                                                                                                                                                                                                                                        |
| Historic Preservation                          | One employee - Site Interpreter - French                                                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Human Rights Commission                        | n/a                                                                                                                                                                                                                                                                                                                                                                   | n/a                                                                                                                                                                                                                                                                                                                                                                                           |
| Human Rights Department                        | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Human Services                                 | 3 Mental Health Techs - Spanish 1 Physician - Spanish 2 Residential Services Supervisor - Spanish 2 Social Worker - Spanish PSA - Sign language 2 Mental Health Techs - sign language 1 psychiatrist - Spanish 1 Medical Director - Spanish 1 Managed Care Coordinator - Polish 1 Nurse Educator - Spanish 1 Speech Therapist - Sign Language                         | 1 Office Coordinator 14 Human Service Caseworkers 2 Public Aid Eligibility Assistant 5 Human Services Casework Manager 1 Public Aid Quality Control Reviewer 2 Office Clerks 1 Switchboard Operator All above were for Spanish speaking skills and were utilized on an as-needed basis ranging from a 1/2 day to a couple of months - all depending on staffing and client needs at the time. |
| Illinois Board of Higher Education             | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Illinois Commerce Commission                   | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Illinois Health Information Exchange Authority | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Insurance                                      | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Investment Board                               | N/A                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| Juvenile Justice                               | 5 Juvenile Justice specialist - Provides Spanish translation, written and oral 1 Administrative Assistant I - Provides Spanish translation, written and oral                                                                                                                                                                                                          | N/A                                                                                                                                                                                                                                                                                                                                                                                           |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                  | 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. |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Labor Department                             | Director - Spanish Assistant Director - Mandarin Chinese FLS Division Manager - Spanish CIO - Spanish Private Secretary II - Spanish Office Associate - Spanish                                                                                                                                  | n/a                                                                                                                                                                                                                                                                                    |
| Labor Relations Board                        | One employee, PSA, Spanish                                                                                                                                                                                                                                                                       | N/A                                                                                                                                                                                                                                                                                    |
| Labor Relations Board - Educational          | 1 Employee: SPSA, Spanish                                                                                                                                                                                                                                                                        | N/A                                                                                                                                                                                                                                                                                    |
| Law Enforcement Training and Standards Board | NA                                                                                                                                                                                                                                                                                               | NA                                                                                                                                                                                                                                                                                     |
| Lottery                                      | 2, Lottery Sales Representatives and Spanish.                                                                                                                                                                                                                                                    | 0                                                                                                                                                                                                                                                                                      |
| Military Affairs                             | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Natural Resources                            | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Office of Executive Inspector General        | One Investigator and one Executive Assistant provided Spanish translation services.                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Pollution Control Board                      | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Prisoner Review Board                        | n/a                                                                                                                                                                                                                                                                                              | n/a                                                                                                                                                                                                                                                                                    |
| Property Tax Appeal Board                    | NA                                                                                                                                                                                                                                                                                               | NA                                                                                                                                                                                                                                                                                     |
| Public Health                                | NA                                                                                                                                                                                                                                                                                               | NA                                                                                                                                                                                                                                                                                     |
| Racing Board                                 | (2) Veterinary Technicians - Spanish (1) License Clerk - Spanis                                                                                                                                                                                                                                  | NA                                                                                                                                                                                                                                                                                     |
| Revenue                                      | N/A                                                                                                                                                                                                                                                                                              | NA                                                                                                                                                                                                                                                                                     |
| Sentencing Policy Advisory Council           | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| State Fire Marshal                           | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| State Police                                 | NA                                                                                                                                                                                                                                                                                               | NA                                                                                                                                                                                                                                                                                     |
| State Police Merit Board                     | na                                                                                                                                                                                                                                                                                               | na                                                                                                                                                                                                                                                                                     |
| State Retirement Systems                     | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Tax Tribunal                                 | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Transportation                               | NA                                                                                                                                                                                                                                                                                               | NA                                                                                                                                                                                                                                                                                     |
| Veterans Affairs                             | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |
| Workers Compensation Commission              | N/A                                                                                                                                                                                                                                                                                              | N/A                                                                                                                                                                                                                                                                                    |

## FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | Why were agency positions designated with language options revised to delete the language option?                                                         |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aging                                          | N/A                                                                                                                                                       |
| Agriculture                                    | N/A                                                                                                                                                       |
| Arts Council                                   | 0                                                                                                                                                         |
| Capital Development Board                      | N/A                                                                                                                                                       |
| Central Management Services                    | NA                                                                                                                                                        |
| Children and Family Services                   | Bilingual designation not needed for these positions                                                                                                      |
| Civil Service Commission                       | 0                                                                                                                                                         |
| Commerce and Economic Opportunity              | N/A                                                                                                                                                       |
| Corrections                                    | n/a                                                                                                                                                       |
| Criminal Justice Information Authority         | 0                                                                                                                                                         |
| Deaf and Hard of Hearing Commission            | N/A                                                                                                                                                       |
| Developmental Disabilities Council             | NA                                                                                                                                                        |
| Emergency Management Agency                    | NA                                                                                                                                                        |
| Employment Security                            | Not applicable.                                                                                                                                           |
| Environmental Protection Agency                | N/A                                                                                                                                                       |
| Executive Ethics Commission                    | NA                                                                                                                                                        |
| Financial and Professional Regulation          | N/A                                                                                                                                                       |
| Gaming Board                                   | n/a                                                                                                                                                       |
| Guardianship and Advocacy Commission           | The position is a director position and the language option was not necessary for the interim position.                                                   |
| Healthcare and Family Services                 | Changes due to a reorganization.                                                                                                                          |
| Historic Preservation                          | N/A                                                                                                                                                       |
| Human Rights Commission                        | n/a                                                                                                                                                       |
| Human Rights Department                        | N/A                                                                                                                                                       |
| Human Services                                 | skills were no longer needed for the position                                                                                                             |
| Illinois Board of Higher Education             | N/A                                                                                                                                                       |
| Illinois Commerce Commission                   | N/A                                                                                                                                                       |
| Illinois Health Information Exchange Authority | N/A                                                                                                                                                       |
| Insurance                                      | It was determined by the Agency that the employee no longer used Polish in performing the duties of his position.                                         |
| Investment Board                               | N/A                                                                                                                                                       |
| Juvenile Justice                               | N/A                                                                                                                                                       |
| Labor Department                               | n/a                                                                                                                                                       |
| Labor Relations Board                          | N/A                                                                                                                                                       |
| Labor Relations Board - Educational            | N/A                                                                                                                                                       |
| Law Enforcement Training and Standards Board   | NA                                                                                                                                                        |
| Lottery                                        | N/A                                                                                                                                                       |
| Military Affairs                               | N/A                                                                                                                                                       |
| Natural Resources                              | N/A                                                                                                                                                       |
| Office of Executive Inspector General          | N/A                                                                                                                                                       |
| Pollution Control Board                        | N/A                                                                                                                                                       |
| Prisoner Review Board                          | n/a                                                                                                                                                       |
| Property Tax Appeal Board                      | NA                                                                                                                                                        |
| Public Health                                  | The position was revised to remove the bilingual skill which was added to a higher level position instead. The area required only one bilingual position. |
| Racing Board                                   | NA                                                                                                                                                        |
| Revenue                                        | The rest of the series had already been abolished, and this position was no longer needed.                                                                |
| Sentencing Policy Advisory Council             | N/A                                                                                                                                                       |
| State Fire Marshal                             | N/A                                                                                                                                                       |
| State Police                                   | NA                                                                                                                                                        |
| State Police Merit Board                       | na                                                                                                                                                        |
| State Retirement Systems                       | N/A                                                                                                                                                       |
| Tax Tribunal                                   | 0                                                                                                                                                         |
| Transportation                                 | NA                                                                                                                                                        |
| Veterans Affairs                               | N/A                                                                                                                                                       |
| Workers Compensation Commission                | N/A                                                                                                                                                       |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name<br><br><i>Agencies that reported no bilingual staff for FY15 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. |           |            |          |           |          |            |          |          |           |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|----------|-----------|----------|------------|----------|----------|-----------|
|                                                                                                  | Region 1                                                                                                                                | Region 2  | Region 3   | Region 4 | Region 5  | Region 6 | Region 7   | Region 8 | Region 9 | Region 10 |
| Aging                                                                                            | 6                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 4          | 0        | 0        | 0         |
| Agriculture                                                                                      | 1                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Arts Council                                                                                     | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Capital Development Board                                                                        | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Central Management Services                                                                      | 7                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Children and Family Services                                                                     | 142                                                                                                                                     | 4         | 3          | 1        | 0         | 0        | 6          | 0        | 0        | 0         |
| Civil Service Commission                                                                         | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Commerce and Economic Opportunity                                                                | 5                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 2          | 0        | 0        | 0         |
| Corrections                                                                                      | 7                                                                                                                                       | 2         | 0          | 2        | 5         | 0        | 5          | 1        | 1        | 1         |
| Criminal Justice Information Authority                                                           | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Deaf and Hard of Hearing Commission                                                              | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 7          | 0        | 0        | 0         |
| Developmental Disabilities Council                                                               | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Emergency Management Agency                                                                      | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Employment Security                                                                              | 136                                                                                                                                     | 5         | 4          | 0        | 6         | 2        | 1          | 0        | 0        | 0         |
| Environmental Protection Agency                                                                  | 3                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Executive Ethics Commission                                                                      | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Financial and Professional Regulation                                                            | 11                                                                                                                                      | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Gaming Board                                                                                     | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Guardianship and Advocacy Commission                                                             | 6                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 1          | 0        | 0        | 0         |
| Healthcare and Family Services                                                                   | 98                                                                                                                                      | 6         | 5          | 0        | 1         | 2        | 51         | 0        | 0        | 0         |
| Historic Preservation                                                                            | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 1          | 0        | 0        | 0         |
| Human Rights Commission                                                                          | 3                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Human Rights Department                                                                          | 30                                                                                                                                      | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Human Services                                                                                   | 835                                                                                                                                     | 21        | 182        | 0        | 11        | 5        | 208        | 3        | 3        | 2         |
| Illinois Board of Higher Education                                                               | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Illinois Commerce Commission                                                                     | 4                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Illinois Health Information Exchange Authority                                                   | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Insurance                                                                                        | 4                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Investment Board                                                                                 | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Juvenile Justice                                                                                 | 5                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Labor Department                                                                                 | 12                                                                                                                                      | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Labor Relations Board                                                                            | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Labor Relations Board - Educational                                                              | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Law Enforcement Training and Standards Board                                                     | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Lottery                                                                                          | 3                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Military Affairs                                                                                 | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Natural Resources                                                                                | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 2          | 0        | 0        | 0         |
| Office of Executive Inspector General                                                            | 1                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Pollution Control Board                                                                          | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Prisoner Review Board                                                                            | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 2          | 0        | 0        | 0         |
| Property Tax Appeal Board                                                                        | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Public Health                                                                                    | 11                                                                                                                                      | 0         | 0          | 0        | 0         | 0        | 18         | 0        | 0        | 0         |
| Racing Board                                                                                     | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Revenue                                                                                          | 12                                                                                                                                      | 0         | 0          | 0        | 0         | 0        | 3          | 0        | 0        | 0         |
| Sentencing Policy Advisory Council                                                               | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| State Fire Marshal                                                                               | 1                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 1          | 0        | 0        | 0         |
| State Police                                                                                     | 1                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| State Police Merit Board                                                                         | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| State Retirement Systems                                                                         | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Tax Tribunal                                                                                     | 0                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Transportation                                                                                   | 11                                                                                                                                      | 0         | 0          | 1        | 0         | 0        | 3          | 0        | 0        | 0         |
| Veterans Affairs                                                                                 | 1                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| Workers Compensation Commission                                                                  | 3                                                                                                                                       | 0         | 0          | 0        | 0         | 0        | 0          | 0        | 0        | 0         |
| <b>Statewide Totals:</b>                                                                         | <b>1,359</b>                                                                                                                            | <b>38</b> | <b>194</b> | <b>4</b> | <b>23</b> | <b>9</b> | <b>315</b> | <b>4</b> | <b>4</b> | <b>3</b>  |

# FY 2015 Bilingual Needs and Bilingual Pay Survey

| Agency Name                                    | Is the Agency compliant with the State Services Assurance Act? | Bilingual union staff as of June 30, 2007 | Bilingual union staff as of June 30, 2015 |
|------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| Aging                                          | Yes                                                            | 4                                         | 10                                        |
| Agriculture                                    | Yes                                                            | 1                                         | 1                                         |
| Arts Council                                   | Yes                                                            | 0                                         | 0                                         |
| Capital Development Board                      | Yes                                                            | 105                                       | 0                                         |
| Central Management Services                    | Yes                                                            | 0                                         | 7                                         |
| Children and Family Services                   | No                                                             | 154                                       | 148                                       |
| Civil Service Commission                       | Yes                                                            | 0                                         | 0                                         |
| Commerce and Economic Opportunity              | Yes                                                            | 6                                         | 5                                         |
| Corrections                                    | No                                                             | 45                                        | 35                                        |
| Criminal Justice Information Authority         | Yes                                                            | 0                                         | 0                                         |
| Deaf and Hard of Hearing Commission            | Yes                                                            | 3                                         | 7                                         |
| Developmental Disabilities Council             | Yes                                                            | 0                                         | 0                                         |
| Emergency Management Agency                    | Yes                                                            | 0                                         | 0                                         |
| Employment Security                            | Yes                                                            | 117                                       | 146                                       |
| Environmental Protection Agency                | No                                                             | 14                                        | 15                                        |
| Executive Ethics Commission                    | Yes                                                            | 0                                         | 0                                         |
| Financial and Professional Regulation          | No                                                             | 21                                        | 10                                        |
| Gaming Board                                   | Yes                                                            | 0                                         | 3                                         |
| Guardianship and Advocacy Commission           | Yes                                                            | 7                                         | 5                                         |
| Healthcare and Family Services                 | Yes                                                            | 86                                        | 102                                       |
| Historic Preservation                          | Yes                                                            | 1                                         | 1                                         |
| Human Rights Commission                        | Yes                                                            | 3                                         | 3                                         |
| Human Rights Department                        | No                                                             | 21                                        | 26                                        |
| Human Services                                 | Yes                                                            | 1,052                                     | 1,239                                     |
| Illinois Board of Higher Education             | Yes                                                            | 0                                         | 0                                         |
| Illinois Commerce Commission                   | Yes                                                            | 4                                         | 3                                         |
| Illinois Health Information Exchange Authority | Yes                                                            | 0                                         | 0                                         |
| Insurance                                      | Yes                                                            | 0                                         | 3                                         |
| Investment Board                               | No                                                             | 0                                         | 0                                         |
| Juvenile Justice                               | No                                                             | 11                                        | 20                                        |
| Labor Department                               | Yes                                                            | 7                                         | 13                                        |
| Labor Relations Board                          | Yes                                                            | 0                                         | 0                                         |
| Labor Relations Board - Educational            | Yes                                                            | 0                                         | 0                                         |
| Law Enforcement Training and Standards Board   | Yes                                                            | 0                                         | 0                                         |
| Lottery                                        | Yes                                                            | 1                                         | 3                                         |
| Military Affairs                               | Yes                                                            | 0                                         | 0                                         |
| Natural Resources                              | Yes                                                            | 0                                         | 2                                         |
| Office of Executive Inspector General          | Yes                                                            | 0                                         | 0                                         |
| Pollution Control Board                        | Yes                                                            | 0                                         | 0                                         |
| Prisoner Review Board                          | Yes                                                            | 1                                         | 2                                         |
| Property Tax Appeal Board                      | Yes                                                            | 0                                         | 2                                         |
| Public Health                                  | Yes                                                            | 12                                        | 24                                        |
| Racing Board                                   | Yes                                                            | 4                                         | 4                                         |
| Revenue                                        | Yes                                                            | 0                                         | 13                                        |
| Sentencing Policy Advisory Council             | No                                                             | 0                                         | 0                                         |
| State Fire Marshal                             | Yes                                                            | 0                                         | 2                                         |
| State Police                                   | Yes                                                            | 1                                         | 1                                         |
| State Police Merit Board                       | Yes                                                            | 0                                         | 0                                         |
| State Retirement Systems                       | Yes                                                            | 0                                         | 0                                         |
| Tax Tribunal                                   | Yes                                                            | 0                                         | 0                                         |
| Transportation                                 | Yes                                                            | 6                                         | 15                                        |
| Veterans Affairs                               | Yes                                                            | 1                                         | 1                                         |
| Workers Compensation Commission                | Yes                                                            | 2                                         | 2                                         |
| <b>Statewide Totals:</b>                       |                                                                | <b>1,690</b>                              | <b>1,873</b>                              |



# Appendix 5

Illinois Department of Human Rights  
Agency EEO/Affirmative Action Profiles



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department on Aging

**Acting Director:** Kris Smith

**EEO/AA Officer:** Rosemary McNamara

**Agency Workforce:** 168

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during this quarter, there there was 1 opportunity, and 1 Hispanic, or 100%, addressed this goal. For females, during this quarter, there were no opportunities to address this goal.

**THIRD THROUGH FOURTH QUARTERS (1/1/15 THROUGH 6/30/15)**

As of 1/1/15, agency underutilization was 1 Female, 2 Hispanics, and 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals. For females, during these quarters, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed 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 minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Agriculture

**Acting Director:** Warren D. Goetsch, P. E.

**EEO/AA Officer:** Linda Rhodes

**Agency Workforce:** 325

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 34 Females, 3 African Americans, and 3 Asians. For minorities, during this quarter, there was 1 opportunity 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.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 34 Females, 3 African Americans, and 3 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 (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 34 Females, 3 African Americans, and 3 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was 1 opportunity and 100% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 32 Females, 3 African Americans, and 3 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there were 1 opportunity and 1 or 100% addressed this goal

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 34 Females, 3 African Americans, and 3 Asians. For minorities, during the year, there were 3 opportunities that did not 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 too few opportunities to address the 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:** 11

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Capital Development Board

**Executive Director:** Jodi Golden

**EEO/AA Officer:** Heather Humphrey

**Agency Workforce:** 140

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 11 Females, 1 African American, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 11 Females, 1 African American, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 10 Females, 1 African American, and 1 Asian. For minorities, there was 1 opportunity and 1 or 100% (1 Asian) addressed this goal. For females, there were 2 opportunities and 2 or 100% addressed this goal.



#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15 agency underutilization was 8 Females and 1 African American. For minorities there were 2 opportunities that did not address this goal. For females, there was 1 opportunity that addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 11 Females, 1 African American, and 1 Asian. For minorities, during the year there were 4 opportunities and 1 or 25% (1 Asian) addressed this goal. For females, there were 5 opportunities and 4 or 80% addressed this goal. The 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. During the year, the agency achieved parity for Asians.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Central Management Services

**Acting Director:** Tom Tyrrell

**EEO/AA Officer:** Fred Stewart, II

**Agency Workforce:** 1,349

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 66 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 17 opportunities and 4 or 24% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was one opportunity that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 21 opportunities and 5 or 24% addressed this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 66 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 43 opportunities and 9 or 21% 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 FY15, there were too few opportunities to address minority goals. The agency's performance for female goal compliance was 21%, which is significantly lower than DHR's standard of 38%. The agency will be referred to the Department of Central Management Services for training.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Acting Director:** George H. Sheldon

**EEO/AA Officer:** Daniel Fitzgerald

**Agency Workforce:** 2,701

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 2 Females, 1 African American, 2 Hispanics, and 64 Asians . For minorities, during this quarter, there were 26 opportunities and none addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females, 1 African American, 2 Hispanics, and 64 Asians. For minorities, during this quarter, there were 14 opportunities and 4 or 29% (1 Hispanic and 3 Asians) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Female, 1 African American, 1 Hispanic, and 61 Asians. For minorities, during this quarter, there were 16 opportunities and 1 or 6% (1 African American) addressed these goals. For females, there were 4 opportunities that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Female, 1 Hispanic, and 61 Asians. For minorities, during this quarter, there were 12 opportunities and 1 or 8% (1 Asian) addressed these goals. For females, there was one opportunity that addressed this goal. Agency achieved parity for females.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 2 Females, 1 African American, 2 Hispanics, and 64 Asians. For minorities, during the year, there were 68 opportunities and 6 or 9% (1 African American, 1 Hispanic, and 4 Asians) addressed these goals. This agency achieved parity for females. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*During the fiscal year, the agency achieved parity for females and African Americans and is at parity for people with disabilities. For minorities, the agency's primary goal was to address the high underutilization of Asians. A strategic recruitment plan was written to focus its efforts to address the method to increase the number of qualified Asian applicants for employment thereby, ultimately increasing the number of successful candidates. The agency's Asian American Council has expanded their recruitment to participate at job fairs with professional organizations and colleges/universities. The agency has also a partnership with universities that have added the agency curriculum and certification to their social work classes; also the agency is exploring/expanding the degrees that qualify for job positions with the agency. With this partnership, the schools that offer undergraduate and/or graduate degrees in social work or other degrees recognized by the agency to serve as "feeders" for the agency and which have significant Asian student populations. As a result of these efforts, the agency hired Asians to address their goals. The agency documented a good faith effort and because of this was granted an exception.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 3

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** James Schultz

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 315

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 12/31/14)**

Agency underutilization at the beginning of FY15 was 1 Hispanic and 4 Asians. For minorities, during this quarter, there were three opportunities that did not address these goals. This agency is at parity for females and people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there were four opportunities that did not address these goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 Hispanics and 4 Asians. For minorities, during the year, there were 9 opportunities and 1 or 11% (1 Asian) addressed these goals. This agency is at parity for females and 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

**Executive Director:** Cholly Smith

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 216

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 18 Females and 4 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 (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 18 Females and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address minority goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 18 Females and 4 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.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 18 Females and 4 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there was 7 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 18 Females and 4 Asians. For minorities, during the year, there were 5 opportunities that did not address these goals. For females, there were 7 opportunities that did not address 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

**Acting Director:** John R. Baldwin

**EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 11,222

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 525 Females, 54 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during this quarter, there were 58 opportunities and 4 or 7% (4 African Americans) addressed these goals. For females, there were 161 opportunities and 29 or 18% addressed this goal. This agency is underutilized by 233 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 496 Females, 50 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during this quarter, there were 42 opportunities and 6 or 14% (3 African Americans, 1 Hispanic, and 2 Asians) addressed these goals. For females, there were 76 opportunities and 22 or 29% addressed this goal. This agency is underutilized by 233 people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 474 Females, 47 African Americans, 25 Hispanics, 27 Asians, and 4 American Indians. For minorities, during this quarter, there were 82 opportunities and 12 or 15% (7 African Americans, 1 Hispanic, 3 Asians, and 1 American Indian) addressed these goals. For females, there were 174 opportunities and 39 or 22% addressed this goal. This agency is underutilized by 231 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 435 Females, 40 African Americans, 24 Hispanics, 24 Asians and 3 American Indians. For minorities, during this quarter, there were 40 opportunities and 5 or 13% (3 African Americans and 2 Asians) addressed these goals. For females, there were 241 opportunities and 35 or 15% addressed this goal. This agency is underutilized by 231 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 525 Females, 54 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during the year, there were 222 opportunities and 27 or 12% (17 African Americans, 2 Hispanics, 7 Asians, and 1 American Indian) addressed these goals. For females, there were 652 opportunities and 125 or 19% addressed this goal. This agency is underutilized by 231 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. The agency has established recruitment program for all groups and has accomplished their performance measures that were outlined in their affirmative action plan. During FY15, the agency EEO/AA Officer developed a Local Workforce Investment Act (LWIA) pilot program that would help the agency identify candidates for the Correctional Officer trainee position. The program started in one region of the state and was expanded into another region, were the agency has one facility. As of this time, the program has had good results and the facility in that region has hired minorities that will address underutilization. This program will help increase the participation of minorities and women, and will be permanent and applied throughout the state. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contacts with professional organizations. For these reasons, the agency was granted an exception.

**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:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** John Maki

**EEO/AA Officer:** Luz Agosto

**Agency Workforce:** 65

**Fiscal Year:** 2015

**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 | <input checked="" type="checkbox"/> | Agency in non-compliance | <input type="checkbox"/> |
|----------------------|-------------------------------------|--------------------------|--------------------------|

**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:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Andrea Waintroob

**EEO/AA Officer:** Renee Strickland

**Agency Workforce:** 10

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** James K. Joseph

**EEO/AA Officer:** Kevin Moore

**Agency Workforce:** 201

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was one opportunity that failed to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 11 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 10 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 5 opportunities and 3 or 60% 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 goal and no opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Employment Security

**Director:** Jeffery D. Mays

**EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 1,196

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 5 Females and 14 Asians. For minorities, during this quarter, there was 1 opportunity that did not address this goal. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 5 Females and 14 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 4 Females and 14 Asians. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Asian) addressed this goal. For females, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 4 Females and 13 Asians. For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 Asian) addressed this goal. For females, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 5 Females and 14 Asians. For minorities, during the year, there were 8 opportunities and 2 or 25% (2 Asians) addressed this goal. 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:** 750

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginng of FY15 was 85 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 84 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 84 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 9 opportunities and 5 or 56% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 79 Females, 2 African Americans, and 2 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 beginng of FY15 was 85 Females, 2 African Americans, and 2 Asians. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 14 opportunities and 6 or 43% 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 the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Financial and Professional Regulation

**Secretary:** Bryan A. Schneider

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 447

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 2 Females and 11 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (2 Asians) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females and 9 Asians. For minorities, during this quarter, there were 3 opportunities and none addressed these goals. For females, during this quarter, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 2 Females and 9 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were 2 opportunities and 2 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 9 Asians. For minorities, during this quarter, there were no opportunities to address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 2 Females and 11 Asians. For minorities, during the year, there were 7 opportunities and 2 or 29% (2 Asians) addressed these goals. Agency achieved parity for females. 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 goals. During the year, the agency achieved parity for Females.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Matt Perez

**EEO/AA Officer:** Jodi Schrage

**Agency Workforce:** 122

**Fiscal Year:** 2015

**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 THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 4 Females and 3 African Americans. For minorities, during these quarters, there were no opportunities to address these goals. For females, during these quarters, 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 no opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Gaming Board

**Administrator:** Mark Ostrowski

**EEO/AA Officer:** Karen Weathers

**Agency Workforce:** 169

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was one opportunity that did not address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was one opportunity that did not address this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were 3 opportunities and 1 or 33% (1female) addressed this goal. This agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 11 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 5 opportunities and 1 or 20% 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 goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Guardianship and Advocacy Commission

**Executive Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Gia Orr

**Agency Workforce:** 103

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization for the beginning of FY15 was 2 Asians. For minorities, during this quarter, there were two opportunities that did not address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND THROUGH THIRD QUARTERS (10/1/14 THROUGH 3/31/15)**

As of 10/1/14, agency underutilization was 2 Asians. For minorities, during these quarters, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 2 Asians. For minorities, during this quarter, there was one opportunity that did not address this goal.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Healthcare and Family Services

**Director:** Felicia F. Norwood

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,057

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 6 African Americans, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 African American) addressed these goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 5 African Americans, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Hispanic) addressed these goals. Agency achieved parity for Hispanics.

**THIRD THROUGH FOURTH QUARTERS (1/1/15 THROUGH 6/30/15)**

As of 1/1/15, agency underutilization was 5 African Americans and 3 Asians. For minorities, during these quarters, there were no opportunities to address these goals.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY15 was 6 African Americans, 1 Hispanic, and 3 Asians. During the year, there were 8 opportunities and 2 or 25% (1 African American and 1 Hispanic) addressed these goals. This 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

\*There were too few opportunities to address the minority goals. The agency is at parity for females and during the year the agency achieved parity for Hispanics.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Historic Preservation Agency

**Interim Director:** Garth Madison

**EEO/AA Officer:** Lori Tinsley

**Agency Workforce:** 140

**Fiscal Year:** 2015

**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 THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 1 Female, 3 African Americans, and 1 Asian. For females and minorities, there were no opportunities to address these goals during these quarters. This agency is underutilized by one person with a disability.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority or 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:** 18

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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 Human Rights

**Director:** Rocco J. Claps

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 134

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 3 African Americans and 3 Asians. During this quarter, there no opportunities to address the minority goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there were no opportunities to address the minority goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there was one opportunity that failed to address the minority goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there were no opportunities to address the minority goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 3 African Americans and 3 Asians. During the year, there was one opportunity that did not address the minority 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 was only one opportunity to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Services

**Acting Secretary:** James T. Dimas

**EEO/AA Officer:** Corey-Anne Gulkewicz

**Agency Workforce:** 13,153

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 65 Females, 22 African Americans, 125 Hispanics, 152 Asians, and 1 American Indian. For minorities, during this quarter, there were 76 opportunities and 16 or 21% (5 African Americans, 6 Hispanics, 5 Asians) addressed these goals. For females, there were 29 opportunities and 10 or 34% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 55 Females, 17 African Americans, 119 Hispanics, and 147 Asians. For minorities, during this quarter, there were 267 opportunities and 46 or 17% (4 African Americans, 19 Hispanics, and 23 Asians) addressed these goals. For females, there were 38 opportunities to address this goal and 38 or 100% addressed this goal.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 17 Females, 13 African Americans, 100 Hispanics, and 124 Asians. For minorities, during this quarter, there were 101 opportunities and 9 or 9% (1 Hispanic, 6 African Americans and 2 Asians) addressed these goals. For females, there were 6 opportunities and 2 or 33% addressed this goal.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 15 Females, 7 African Americans, 99 Hispanics, and 122 Asians. For minorities, during this quarter, there were 114 opportunities and 14 or 12% (1 African Americans, 7 Hispanics, and 6 Asians) addressed these goals. For females, there were 4 opportunities and 1 or 25% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 65 Females, 22 African Americans, 125 Hispanics, 152 Asians, and 1 American Indian. For minorities, during the year, there were 558 opportunities and 85 or 15% (33 Hispanics, 16 African Americans, and 36 Asians) addressed these goals. For females, there were 77 opportunities and 51 or 66% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

|                      |                          |                          |                                     |
|----------------------|--------------------------|--------------------------|-------------------------------------|
| Agency in compliance | <input type="checkbox"/> | Agency in non-compliance | <input checked="" type="checkbox"/> |
|----------------------|--------------------------|--------------------------|-------------------------------------|

### **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 77 opportunities and 51 or 66% addressed these goals, which exceeds the Department of Human Rights' standard of 38% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 25%, and a referral will be made to the Department of Central Management Services for training.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Independent Tax Tribunal

**Director:** James Conway

**EEO/AA Officer:** Kristene Callanta

**Agency Workforce:** 3

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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 Insurance

**Acting Director:** Anne Melissa Dowling

**EEO/AA Officer:** Diana Villamil Zuver

**Agency Workforce:** 249

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | X   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 3 females. For minorities, the agency is at parity. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 3/31/15)**

As of 10/1/15, agency underutilization was 1 female. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 female. For females, there was 1 opportunity that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 female. For females, there were 4 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 3 females. For minorities, the agency is at parity. For females, there were 8 opportunities and 2 or 25% 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 female goal. The agency did achieve parity for females in region seven.

**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:** 11

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Candice Jones

**Acting EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 986

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 128 Females, 10 Hispanics, and 32 Asians. For minorities, during this quarter, there were 7 opportunities and 2 or 29% (2 Hispanics) addressed these goals. For females, there were 32 opportunities and 23 or 72% addressed this goal. This agency is underutilized by 3 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 105 Females, 8 Hispanics, and 32 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 3 people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 104 Females, 7 Hispanics, and 32 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there were 15 opportunities and 9 or 60% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 95 Females, 7 Hispanics and 32 Asians. For minorities, during this quarter, there were 6 opportunities and 2 or 33% (1Hispanic and 1 Asian) addressed these goals. For females, there were 23 opportunities and 14 or 61% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 128 Females, 10 Hispanics, and 32 Asians. For minorities, during the year, there were 17 opportunities and 5 or 29% (4 Hispanics and 1 Asian) addressed these goals. For females, there were 71 opportunities and 47 or 66% addressed this goal. This agency is underutilized by 3 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 Labor

**Director:** Hugo Chaviano

**EEO/AA Officer:** Ann Pufundt

**Agency Workforce:** 90

**Fiscal Year:** 2015

**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 | <input checked="" type="checkbox"/> | Agency in non-compliance | <input type="checkbox"/> |
|----------------------|-------------------------------------|--------------------------|--------------------------|

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Labor Relations Board

**Executive Director:** Melissa Mlynski

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 15

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Law Enforcement Training and Standards Board

**Executive Director:** Kevin McClain

**EEO/AA Officer:** Anthony Raffety

**Agency Workforce:** 18

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Lottery

**Superintendent:** B. R. Lane

**EEO/AA Officer:** Lydia S. Mills

**Agency Workforce:** 136

**Fiscal Year:** 2015

**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 FOURTH QUARTER (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 2 African Americans. For minorities during these quarters, there were no opportunities to address this goal. This agency is at parity for females and people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 2 African Americans. For minorities, during the year, there were no opportunities to 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 no opportunities to address minority goals this year.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Medical District Commission

**Executive Director:** Suzet McKinney, DrPh, MPH      **EEO/AA Officer:** Kesner Bienvenu

**Agency Workforce:** 12

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** Richard J. Hayes Jr.

**EEO/AA Officer:** Anthony L. Boster

**Agency Workforce:** 219

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 26 Females and 3 Hispanics. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. For females, during this quarter, there was one opportunity that failed to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

Agency underutilization as of 10/1/14 was 26 Females and 2 Hispanics. For minorities, there were no opportunities to address this goal. For females, there were three opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 10/1/14, agency underutilization was 26 Females and 2 Hispanics. For minorities, during this quarter, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.



#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 26 Females and 2 Hispanics. For minorities, during this quarter, there were no opportunities to address this goal. For females, there were 3 opportunities and 1 or 33% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 26 Females and 3 Hispanics. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. For females, there were 7 opportunities and 1 or 14% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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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:** Wayne A. Rosenthal

**EEO/AA Officer:** Franklin Johnson

**Agency Workforce:** 1,261

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 135 Females, 24 African Americans, 18 Hispanics, and 6 Asians. For minorities, during this quarter, there were 7 opportunities and 1 or 14% (1 Asian) addressed these goals. For females, there were 11 opportunities and 5 or 45% addressed these goals. At the beginning of the year, the agency was underutilized by 5 people with disabilities and at the end of the quarter, it was underutilized by 1 person with a disability.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 130 Females, 24 African Americans, 18 Hispanics, and 5 Asians. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (2 African Americans and 1 Asian) addressed this goal. For females, there were 9 opportunities that did not address these goals. At the end of the quarter, the agency was at parity for people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 130 Females, 22 African Americans, 18 Hispanics, and 4 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 10 opportunities that did not address this goal.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 130 Females, 22 African Americans, 18 Hispanics, and 4 Asians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 Asian) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 135 Females, 24 African Americans, 18 Hispanics, and 6 Asians. For minorities, during the year, there were 17 opportunities and 5 or 29% (2 African Americans and 3 Asians) addressed these goals. For females, there were 32 opportunities and 6 or 19% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

☐

Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

The agency met its disability goal and surpassed DHR's standard for minority goal performance. The agency's performance in regards to hiring females was 19%, which is significantly below the Department of Human Rights' standard of 38%, and efforts to recruit female candidates was not documented. 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:** Leo P. Schmitz

**EEO/AA Officer:** Lieutenant Christy White

**Agency Workforce:** 2,905

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 10/30/14)**

Agency underutilization at the beginning of FY15 was 82 Females, 82 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 19 opportunities and 3 or 16% (3 African Americans) addressed these goals. For females, there were 24 opportunities and 4 or 17% addressed this goal. This agency is underutilized by 29 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 1/1/15, agency underutilization was 78 Females, 79 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 27 people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 75 Females, 79 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 52 opportunities and 12 or 23% (6 African Americans, 3 Asians, and 3 Hispanics) addressed these goals. For females, there were 19 opportunities and 6 or 32% addressed this goal. This agency is underutilized by 26 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 69 Females, 73 African Americans, 34 Hispanics, 23 Asians, and 16 American Indians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Asian) addressed these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 25 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 82 Females, 82 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during the year, there were 79 opportunities and 16 or 20% (10 African Americans, 3 Asians, and 3 Hispanics) addressed these goals. For females, there were 46 opportunities and 13 or 28% addressed this goal. This agency is underutilized by 25 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet the DHR standard of 25% for minority goals and 38% for female goal, in that it addressed minority goals 20% of the time and female goal only 28% of the time. ISP is granted an exception because it documented a good faith effort to recruit minorities and females and the availability rate of sworn personnel in Illinois is not as high as DHR's minimum compliance criteria. A Late Notice was issued this year in regards to one of the agency's DHR reports. The agency should strive to submit its reports on time.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police Merit Board

**Executive Director:** Ronald P. Cooley

**EEO/AA Officer:** Jenny Thornley

**Agency Workforce:** 6

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** 22

**Fiscal Year:** 2015

**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   |         |     |

**FIRST THROUGH THIRD QUARTERS (7/1/14 THROUGH 3/31/15)**

Agency underutilization at the beginning of FY15 was 1 Female. For females, during these quarters there were no opportunities to address this goal. The agency is at parity for minorities. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 female. For females, during this quarter, there was 1 opportunity that did not address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 female. The agency is at parity for minorities. For females, there was 1 opportunity that did not 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 underutilization.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Prisoner Review Board

**Chairman:** Craig Findley

**EEO/AA Officer:** Nichole Damhoff

**Agency Workforce:** 23

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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:** 30

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | *   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than 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 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 Public Health

**Director:** Nirav D. Shah, M.D., J.D.

**EEO/AA Officer:** Robin Tucker-Smith

**Agency Workforce:** 1,159

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 1 African American, 1 Hispanic, and 1 Asian. For minorities, during this quarter there was 1 opportunity and 1 or 100% (1 African American) addressed this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Hispanic and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Asian. For minorities, during this quarter, there were 4 opportunities that did not address these goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 African American, 1 Hispanic, and 1 Asian. For minorities, during the year, there were 6 opportunities and 2 or 33% (1 African American and 1 Hispanic) 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 goals. The agency achieved parity for African Americans and Hispanics.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Domenic DiCera

**EEO/AA Officer:** Jackie Clisham

**Agency Workforce:** 45

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         | X   |         |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           |     |         | X   |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. | X   |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 2 Females. 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:** Kelley Gray

**Agency Workforce:** 104

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   | X   |         |     |
| 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:** Department of Revenue

**Director:** Constance Beard

**EEO/AA Officer:** Chimaobi Enyia

**Agency Workforce:** 1,527

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 10 Females, 2 African Americans, 9 Hispanics, and 6 Asians. For minorities, during this quarter, there were 13 opportunities and 2 or 15% (1 Hispanic and 1 Asian) addressed these goals. For females, during this quarter, there were 10 opportunities and 8 or 80% addressed this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females, 2 African Americans, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For females, during this quarter, there were 2 opportunities and 2 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 African American, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were 5 opportunities that did not address these goals. Parity was achieved for females in the second quarter.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 African American, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were no opportunities to address these goals. Parity was achieved for females in the second quarter.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 10 Women, 2 African Americans, 9 Hispanics, and 6 Asians. For minorities, during the year, there were 22 opportunities and 3 or 14% (1 African American, 1 Hispanic, and 1 Asian), addressed these goals. Parity was achieved for females in the second quarter. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

This agency achieved parity for females and people with disabilities. Although the agency failed to meet DHR's minimum compliance criteria of 25% for minorities, by only achieving 14% in regards to minority affirmative action performance, an exception was made due to the agency's good faith effort at addressing underutilization and developing a recruitment plan for FY16.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Secretary:** Randall Blankenhorn

**EEO/AA Officer:** Carlos Ramirez

**Agency Workforce:** 5,180

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 969 Females, 54 African Americans, 153 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (1 African American and 1 Hispanic) addressed these goals. For females, there were 13 opportunities and 6 or 46% addressed this goal. This agency is underutilized by 121 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 963 Females, 53 African Americans, 152 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 13 opportunities and 7 or 54% (2 African Americans and 5 Hispanics) addressed these goals. For females, there were 6 opportunities and 2 or 33% addressed this goal. This agency is underutilized by 121 people with disabilities.



### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 961 Females, 51 African Americans, 147 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 11 opportunities and 7 or 64% (2 African Americans and 5 Hispanics) addressed these goals. For females, there was 7 opportunities and 2 or 29% addressed this goal. This agency is underutilized by 120 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 959 Females, 49 African Americans, 142 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there was one opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there were 5 opportunities and 4 or 80% addressed this goal. This agency is underutilized by 119 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 969 Females, 54 African Americans, 153 Hispanics, 43 Asians, and 1 American Indian. For minorities, during the year, there were 27 opportunities and 17 or 63% (5 African Americans and 12 Hispanics) addressed these goals. For females, there were 31 opportunities and 14 or 45% addressed this goal. This agency is underutilized by 119 people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

The agency does a good job in addressing its minority and female goals; however, its goal for people with disabilities remains high. Next year the agency should make use of the Successful Disability Opportunities program when it has code vacancies.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Veterans' Affairs

**Acting Director:** Erica L. Jeffries

**EEO/AA Officer:** Greg Dooley

**Agency Workforce:** 1,308

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

|                                                                                                                                                                                                       | Met | Not Met | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
| 1. Existence of an approved plan.                                                                                                                                                                     | X   |         |     |
| 2. Met minimum compliance criteria:                                                                                                                                                                   |     |         |     |
| a. Minorities                                                                                                                                                                                         |     | X       |     |
| b. Females                                                                                                                                                                                            | *   |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.                                                                                                                                | X   |         |     |
| 4. Appropriate EEO/AA training programs.                                                                                                                                                              | X   |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.                                                                                     | X   |         |     |
| 6. Timely submission of required reports.                                                                                                                                                             | X   |         |     |
| 7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.           | X   |         |     |
| 8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer. |     |         | X   |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.                                                                                          | X   |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 6 Females, 11 African Americans, 8 Hispanics, and 2 Asians. During this quarter, there were no opportunities to address the minority goals. During this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, underutilization was 5 Females, 11 African American, 8 Hispanics, and 2 Asians. During this quarter, there was 1 opportunity that did not address the female goals. For minorities, during this quarter, there were 13 opportunities and 3 or 23% (2 African Americans and 1 Hispanic) addressed these goals. This agency is at parity for people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, underutilization was 5 Females, 9 African Americans, 7 Hispanics, and 2 Asians. During this quarter, there were no opportunities to address the female goals. For minorities, during this quarter, there were 3 opportunities, which failed to address these goals. The agency is at parity for people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, underutilization was 5 Females, 9 African Americans, 7 Hispanics, and 2 Asians. For minorities during this quarter there was 1 opportunity to that did not address these goals. For females during this quarter there were no opportunities to address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 6 Females, 11 African Americans, 8 Hispanics, and 2 Asians. For minorities, there were 13 opportunities and 3 or 23% (2 African Americans and 1 Hispanic) 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**

The agency is at parity for people with disabilities and had too few opportunities to evaluate in regards to addressing female affirmative action performance. For minorities, 3 of 17 hires, or 18% addressed goals. This performance fails to meet DHR's standard for minorities, however, the agency documented a good faith effort and prepared a recruitment plan.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Joann M. Frattiani

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 154

**Fiscal Year:** 2015

**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 (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 4 Asians. During this quarter, there were 7 opportunities and 2 or 29% (2 Asians) addressed this goal. Agency is at parity for females. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Asians. During this quarter, there was one opportunity that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 2 Asians. During this quarter, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 2 Asians. During this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed this goal

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY15 was 4 Asians. During the year, there were 9 opportunities and 3 or 33% (3 Asians) addressed 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.



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