



State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2017

## *Hispanic Employment Plan*



Respectfully submitted to the Illinois General Assembly  
by Central Management Services

APPENDICES



# Appendix 1

Letter from Acting Director Hoffman





ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Acting Director

February 1, 2017

Dear Agency Director:

Enclosed please find an electronic copy of the 2017 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.

There are many benefits of having a diverse workforce, but perhaps the most significant is so State agencies can 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 Hispanic employees. As this report shows, much progress has been made during Governor Rauner's Administration, and we look forward to witnessing continued efforts to increase the diversity of our 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 people 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,

A handwritten signature in black ink, appearing to read "M. M. Hoffman", followed by a horizontal line.

Michael M. Hoffman  
Acting Director



## Appendix 2

Illinois Department of Human Rights  
Hiring Monitor and Promotion Monitor Forms





# HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:  
Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities: \_\_\_\_\_

2. Indicate: Race of person selected:   
Sex:  Veteran:  Disability:

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

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

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

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

I have reviewed the eligibility list and:  with this hire. Remarks on reverse side.

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

I approve of this hire

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

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



# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted:

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

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?   
If yes, from what EEO job Category?

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

6. Was the position posted?

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

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

I have reviewed the eligibility list and:  with this promotion. Remarks on reverse side.

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

I approve of this hire

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

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



# Appendix 3

## Employment Plan 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.



## 2017 State Hispanic Employment Plan Survey

Agency: Aging

Director/Secretary: Jean Bohnhoff

Submitted: 11/28/2016 2:38:29 PM

Certification: I Agree

Individual Information: Melina Tomaras-Collins, HR Administrator/EEO Officer, 1 Natural Resources Way, Suite 100 Springfield, IL 62702, 217-785-3347, Melina.Tomas-Collins@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
8	Professionals
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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

The Agency met all of its AAP goals for FY16.

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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.

Staffing level remains the same as previous fiscal year.

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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 16 and in what position titles.

Being at parity in the Agency's workforce, no specific activities were undertaken to increase the number of Hispanic employees. However, the Agency will continue to utilize the CMS posting system, follow the standards of the State hiring process and will also announce vacancies to agencies/organizations throughout the state to ensure the diversity of qualified applicants.

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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?

0

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As of June 30, 2016, 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

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

24

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For FY 16, 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 16.

17

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List the position titles.

Account Technician II Accountant Advanced Data Processing Assistant Executive I Information Systems Analyst I Information Systems Analyst II Office Associate Public Service Administrator Sr. Public Service Administrator

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many new employees were hired during FY 16? 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.

26

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List the position titles.

Accountant Accountant Advanced Administrative Assistant I Executive I Executive II - SS Office Associate Public Service Administrator Sr. Public Service Administrator Social Services Career Trainee Social Services Program Planner I and II Staff Development Specialist I

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

3

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List the position titles.

Executive I Social Services Career Trainee Sr. Public Service Administrator

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 Office of Human Resources follows all CMS and contract rules and regulations as well as Rutan standards of interview and selection.

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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.

N/A

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During FY 16, 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 remains in compliance by ensuring Rutan training and recertification of any employee involved in the selection process.

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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 answer to Q# 30. Otherwise, no other specific training has been conducted.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Please see answer to Q# 10.

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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 Agency will continue to provide support training opportunities offered by the Illinois Association of Hispanic State Employees (IAHSE) for staff. In addition to the CMS posting system, the Agency will announce vacancies of bilingual positions to organizations such as IAHSE and others to increase the diversity of qualified applicants, for all positions. The Agency 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?

14

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

2

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How many veterans were hired externally during the year?

4

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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?

None

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## 2017 State Hispanic Employment Plan Survey

Agency: Agriculture

Director/Secretary: Raymond Poe

Submitted: 11/30/2016 4:41:30 PM

Certification: I Agree

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

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

Most of the Agency's Hispanic employees are hired in the Bureau of Meat and Poultry Inspection as Meat & Poultry Inspector trainees.

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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 16 and in what position titles.

We intend to fill several Meat & Poultry Inspector trainee positions throughout the state including the Chicago area. This could be a good opportunity to 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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

31

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For FY 16, 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 16.

40

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List the position titles.

Meat 7 Poultry Inspector, SPSA, Products & Standards Inspector, Accountant, PSA, Administrative Assistant, Executive 2, Reproduction Service Technician 3, Office Associate, Ag Land & Water Resources Supervisor, Animal & Animal Products Investigator, Plant & Pesticide Specialist, Laboratory Associate 2

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

48

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List the position titles.

Meat & Poultry Inspectors & Trainees, Products & Standards Inspectors & Trainees, Plant & Pesticide Specialist 1 & 2, Office Associate, SPSA, PSA, Warehouse Examiner, Private Secretary 1, Accountant Supervisor, Veterinary Supervisor 1, Administrative Assistant 1 & 2, Agricultural Executive, Meat & Poultry Inspector Supervisor, Environmental Protection Engineer 3, Office Specialist, Executive Secretary 3

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 Agency's EEO/ADA Coordinator sits in on all interviews and views all open competitive lists from CMS.

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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 Veteran's come first; then we try and get as many minorities as possible after that.

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During FY 16, 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/ADA Coordinator sits in on all interviews; in addition, the EEO Coordinator prepares the Agency's Affirmative Action Plan and reviews it with Senior Staff and Bureau Chiefs.

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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.

Attend as many job fairs as possible in the Cook County area where we hire Meat & Poultry Inspector Trainees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Recruitment at job fairs.

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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

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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?

13

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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

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## 2017 State Hispanic Employment Plan Survey

Agency: Arts Council

Director/Secretary: Tatiana Gant

Submitted: 11/2/2016 2:01:01 PM

Certification: I Agree

Individual Information: Romie Munoz, Director of Administration, JRTC 100 West Randolph #10-500, Chicago, IL 60601, 312-814-8250, Romie.Munoz@Illinois.gov

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As of June 30, 2016, 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
- 

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 Department 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 16 and in what position titles.

The IACA did not receive a budget for FY16. With a staff of 8; there is only one position that is an Office Specialist that is designated to the Spanish-speaking option. There is always a few number of constituents that need technical assistance in Spanish; we are able to assist their needs with staff who speak Spanish.

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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, 2016, 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 and PSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

3

---

List the position titles.

Arts Council Program Coordinator (2) Information Services Specialist 2

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 16? 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.

NA

---

How many new employees (as defined Question 22) hired in FY 16 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 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 IACA is not underutilized in a minority category or any category. 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.

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

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During FY 16, 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 did not receive a budget for FY16. 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 Department 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.

The IACA did not have a budget for Fy16. There was no training to recruit Hispanics. The IACA encourages employees to attend the Illinois Association of Hispanic State Employees (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 16 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 Department 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?

No

---

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 Program is available also the 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?

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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?

NA

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## 2017 State Hispanic Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Jodi Golden

Submitted: 11/30/2016 6:12:21 PM

Certification: I Agree

Individual Information: Debbi Denzler, Personnel Administrator, 401 S. Spring St. 3rd Floor,  
Springfield, IL 62706, 217-782-7222, Debbi.Denzler@Illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 20 Officials and Managers
  - 74 Professionals
  - 10 Technicians
  - 0 Protective Service Workers
  - 5 Para-Professionals
  - 40 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

In FY16 CDB had 11 new hires, of those 1 was Hispanic. He was hired as a Deputy General Counsel in our Chicago office. CDB continues to try to increase diversity through the hiring process whenever possible. Because of union right and personnel code requirements, it is not always possible to address underutilization through the hiring process.

---

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 FY15 there was a decrease of one Hispanic Official/Administrator. In FY16 there was an increase of one Hispanic 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 16 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 job postings with Hispanic groups, especially those in the construction industry, in order 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

---

How many of those Human Resources staff are minorities?

1

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As of June 30, 2016, 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.

Administrator, Fair Employment Practices

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

---

For FY 16, 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 16.

19

---

List the position titles.

Public Service Administrator, Deputy General Counsel, Asst Deputy General Counsel, Office Specialist, Senior Technical Specialist, Senior Project Manager, Information Systems Analyst II & III, Contract Executive, Regional Manager, Capital Program Analyst Trainee, Internal Auditor I, Executive Secretary I.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

11

---

List the position titles.

Office Specialist, Capital Planning Administrator, Project Managers, Technical Specialist & Deputy General Counsels.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

1

---

List the position titles.

Deputy General Counsel

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 16 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?

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 veteran's 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. All those who respond must be



given equal consideration during the interview process. CDB would welcome changes that would allow more flexibility in the hiring process in order to address areas of minority underutilization.

---

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.

---

During FY 16, 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.

According to the previous Personnel Administrator all administrative staff responsible for the hiring process understand the importance of adhering to the Hispanic Employment Plan. The agency was creating a Model Recruitment Plan to formalize the steps the agency takes when filing a position to confirm adherence to all legislative mandates. I have not located that information. As the new Personnel Administrator I welcome any training or materials that can be provided and shared with staff to we meet these goals.

---

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. Under the previous Personnel Administrator, the agency was in the process of creating a Model Recruitment plan to formalize the steps the agency takes when filing positions to ensure adherence to all legislative mandates. Any materials that can provided in order to continue this effort would be much appreciated.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The agency shares vacancies with external groups in an effort to recruit Hispanic candidates for vacancies. The agency was in the process of developing a Model Recruitment plan under the last Personnel Administrator but that information can not be located. Any information you can provide to assist with ensuring all legislative mandates are met would be appreciated.

---

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 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.

---

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?

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 recommendations were made.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Michael M. Hoffman

Submitted: 12/6/2016 9:18:49 AM

Certification: I Agree

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

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
7	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, 2016, provide the number of funded positions within each of the following EEOC categories:

307	Officials and Managers
449	Professionals
66	Technicians
11	Protective Service Workers
55	Para-Professionals
37	Office and Clerical
339	Skilled Craft Workers
137	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,401

---

As of June 30, 2016, 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
20	Skilled Craft Workers
9	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 Officials and Managers, three Professionals, one Para-professional and one Administrative Support person who receive the 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 FY 2016, there was one additional employee who received the bilingual pay supplement compared to 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 16 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?

0

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2016, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

13

---

List the position titles.

Senior Public Service Administrators, Public Service Administrators.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

32

---

How many Rutan panel interviews were conducted during FY 16?

929

---

For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

74

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

124

---

List the position titles.

SPSAs, PSAs, Professionals, Technicians, Para-professionals, Administrative Support, Skilled Craft and Service Maintenance.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

4

---

List the position titles.

PSA, Professionals, and a Para-professional.

---

How many new employees were hired during FY 16? 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.

162

---

List the position titles.

SPSAs, PSAs, Building/Grounds Workers, Janitor 1, Stationary Engineer, Public Admin Intern, Information Services Specialist, Security Guard, Automotive Mechanic, Private Secretary II, Office Administrator, Accountant and Human Resources Representative.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

6

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List the position titles.

Public Admin Intern, Information Services Specialist II, Senior Public Service Administrator, Public Service Administrator,

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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?

None.

---

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 in the interview pool.

---

During FY 16, 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 with the promotion or eligibility lists when one exists unless he has reviewed it.

---

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 Council for guidance, as needed.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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 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 fairs and workshop presentations to targeted populations. Recruits for MCS 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

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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 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?

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

3

---

How many veterans were hired externally during the year?

19

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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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## 2017 State Hispanic Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: George H. Sheldon, Director

Submitted: 11/29/2016 11:46:15 AM

Certification: I Agree

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

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

55	Officials and Managers
141	Professionals
4	Technicians
0	Protective Service Workers
8	Para-Professionals
23	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

682	Officials and Managers
1,883	Professionals
35	Technicians
0	Protective Service Workers
108	Para-Professionals
290	Office and Clerical
2	Skilled Craft Workers
9	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

2,645

---



As of June 30, 2016, 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.

DCFS is able to maintain success in the number of Hispanics employed by filling the following position titles with qualified external Hispanic candidates during the fiscal year: Children and Family Services Intern, Child Welfare Specialist, Child Protection Specialist, Para-Legal Assistant, Reimbursement Officer, Office Assistant, Office Associate, Public Service Administrator, and Senior 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.

DCFS experienced an increase in the number of Hispanics in the EEO categories of Professionals and Office/Clerical from the prior fiscal year. The EEO occupational categories of Technicians, Protective Service Workers, Para-Professionals, Skilled Craft Workers, and Service-Maintenance remained steady with no change from the prior fiscal year. The only decrease in the number of Hispanics was in the EEO category of Officials and Managers, which only decreased by 1 from the 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 16 and in what position titles.

The Office of Employee Services scheduled various university visits to universities with a high concentration of Latino students throughout FY16 as part of their Recruitment Plan. The Office of Affirmative Action's Latino Services office targeted various Latino job fairs and conferences to recruit front line staff such as; Children and Family Services Interns, Daycare Licensing Representatives, Child Welfare Specialist and Child Protection Specialist. Both Offices have been working very closely and have recruited and hired many bilingual workers this past year. There has been a strong effort to hire Hispanic/bilingual front-line field staff during the past year.

---

How many Human Resources staff are there in your agency?

30

---

How many of those Human Resources staff are minorities?

9

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As of June 30, 2016, 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

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

21

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How many Rutan panel interviews were conducted during FY 16?

191

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For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

33

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

269

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List the position titles.

Account Technician I, Accountant, Children and Family Services Intern, Child Protection Advanced Specialist, Child Protection Specialist, Child Welfare Administrative Case Reviewer, Child Welfare Advanced Specialist, Child Welfare Nurse Specialist, Child Welfare Senior Specialist, Child Welfare Specialist, Day Care Licensing Representative, Executive I & II, Executive Secretary I, II and III, Human Resources Associate, Human Resources Representative, Human Resources Specialist, Information Services Specialist I & II, Information Systems Analyst II, Management Operations Analyst II, Management Systems Specialist, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Office Specialist, Para-Legal Assistant, Private Secretary II, Public Service Administrator, Senior Public Service Administrator, Social Service Program Planner III & IV, Storekeeper I, Student Worker, Technical Advisor II & III

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

24

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List the position titles.

Children and Family Services Intern, Human Resources Representative, Public Service Administrator, Office Associate, Child Protection Specialist, Social Service Program Planner IV, Child Protection Advanced Specialist, Child Welfare Specialist, Office Clerk, Office Coordinator, Senior Public Service Administrator

---

How many new employees were hired during FY 16? 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.

283

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List the position titles.

Account Technician I & II, Accountant, Administrative Assistant I & II, Assistant Reimbursement Officer, Child Protection Associate Specialist, Child Protection Specialist, Child Welfare Advanced Specialist, Child Welfare Nurse Specialist, Child Welfare Specialist, Children and Family Services Intern, Day Care Licensing Representative II, Executive I & II, Human Resources Specialist, Human Resources Representative, Information Systems Analyst I & II, Office Assistant, Office

Associate, Office Clerk, Office Coordinator, Para-Legal Assistant, Private Secretary II, Public Service Administrator, Reimbursement Officer I, Senior Public Service Administrator, Storekeeper I, Technical Advisor I & II

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

43

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List the position titles.

Child Protection Specialist, Child Welfare Advanced Specialist, Child Welfare Specialist, Children and Family Services Intern, Office Assistant, Office Associate, Office Clerk, Para-Legal Assistant, Public Service Administrator, Reimbursement Officer I, Senior Public Service Administrator

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 Office of Affirmative Action oversees all hiring conducted by the Department to review if underutilization is being taken into consideration in the selection process. The DCFS Diversity, Employment and Recruitment Committee meets to address underutilization, recruitment and retention of staff in the department. Through this committee various actions are agreed upon and retention is a priority to avoid losing bilingual staff.

---

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 16, 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 Office of Affirmative Action oversees underutilization and notifies Deputy Directors of the need to meet underutilization goals in their regional areas. Through the monthly meetings of the DCFS Diversity, Employment and Recruitment Committee information is being distributed to other Division staff who attend, on where they stand on the vacancy list, bilingual staffing and retention issues. Retention is very important and currently a retention plan is being developed to address staff turnover, their concerns and staff shortages.

---

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.

Materials have been developed both in Spanish and English to use when recruiting in the Latino community. The Department's Offices of Communications, Employee Services and Affirmative Action are in constant contact working together on all recruitment activities. Staff within these offices are very well trained on recruitment issues and updates are shared during the monthly

Diversity, Employment and Recruitment Committee meetings. There is a shared calendar of recruitment events where everyone is linked.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The OAA/Latino Services staff works closely with the Office of Employee Services on identifying recruitment activities during 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 position has helped DCFS hire graduating Hispanic 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?

Under administrative direction of the Affirmative Action Chief, serves as the Chief of the Latino Services office: serves as the statewide principal policy-formulating administrator for Latino issues for the Department; formulates and administers policies and procedures to implement long-term strategic goals associated with Latino services; coordinates with private agencies having contracts with DCFS; translates and interprets Spanish, both orally and in writing, when communicating with Spanish speaking clients and other individuals; provides administrative oversight in recruitment/hiring of Latino employees; performs administrative statewide projects assigned by Director.

---

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 Department had made a strong effort to recruit bilingual applicants the past 2 years in order to meet the State Services Assurance Act of 2008. There have been 98 hires in the last two years, which were the most Spanish bilingual hires in many years. The total number of bilingual workers on board has been around 152 over the past two years. Due to the downsizing, employee numbers in the department have dropped. Therefore, DCFS still has to continue to recruit to reach the number required under 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.

The Department has the DCFS Success Academy which was started in 2016, which takes staff and places them in a professional development program to become good supervisors. When positions become available these persons who completed the training are screened for promotions to vacant or new titles being created. At the same time, the Office of Affirmative Action's Latino Services office has reach out to Hispanic staff and advised them to apply for promotions and this has been very successful, in the past year. In addition, recruitment efforts have also been made to attract well qualified candidates for high level positions.

---

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?

5

---

How many veterans were hired externally during the year?

24

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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 Office of Affirmative Action works very closely with CMS staff to seek advice and to work together on recruitment activities, in the Latino Community. In addition, DHR staff are regularly consulted on underutilization issues. OAA has been very active on the HEP Council and has participated in every meeting throughout the year. We will continue to recruit to achieve hiring bilingual staff to address the States Social Assurance Act on which the Auditor General cites us as non-compliant yet.

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## 2017 State Hispanic Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 11/3/2016 1:49:07 PM

Certification: I Agree

Individual Information: Andrew Barris, Assistant Executive Director, 607 East Adams, Suite 801, Springfield, Illinois 62701, 2177827373, andrew.barris@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

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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.

The Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

The Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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, 2016, 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.

0

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

0

---

List the position titles.

0

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

0

---

How many new employees were hired during FY 16? 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

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List the position titles.

PSA

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

0

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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

The Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---



During FY 16, 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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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

Name: 0

Title: 0

Is this person an Executive senior staff member?: 0

---

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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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?

The Civil Service Commission has only four employees and it has jurisdiction only over employees of the State of Illinois. To date, any issues surrounding the legislation have not occurred as only employees of the State of Illinois use the services of the 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 Civil Service Commission only has four employees in the entire agency with no vacancies as of June 30, 2016

---

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?

no

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## 2017 State Hispanic Employment Plan Survey

Agency: Commerce and Economic Opportunity

Director/Secretary: Sean McCarthy

Submitted: 11/17/2016 4:31:09 PM

Certification: I Agree

Individual Information: Miguel Calderon, Deputy Director, Equal Opportunity Monitoring & Compliance, 500 E. Monroe Street, Springfield, IL 62701, 217-524-2997, Miguel.A.Calderon@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

Officials/Managers, Professionals, and Technicians all decreased from FY 15. Overall, the number of Hispanics decreased from 17 to 12.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

The agency plans to hire a Latin Business Advisor in the first half of FY 17.

---

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, 2016, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

6

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List the position titles.

Public Service Administrator Opt. 1 Sr. Public Service Administrator Opt. 1 Chief Internal Auditor Public Service Administrator Opt. 3

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

2

---

How many Rutan panel interviews were conducted during FY 16?

5

---

For FY 16, 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 16.

55

---

List the position titles.

Administrative Assistant II Account Tech II Accountant Advanced Executive II Mechanical Engineer III Public Service Administrator Opt 1 Public Service Administrator Opt 8L Sr. Public Service Administrator 1 Sr. Public Service Administrator 2 Sr. Public Service Administrator 3 Office Specialist Private Secretary II ISA II ENRS II ENRS III ICDR I

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

5

---

List the position titles.

Administrative Assistant II Private Secretary II Public Service Administrator Opt. 1 Sr. Public Service Administrator Opt. 1

---

How many new employees were hired during FY 16? 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.

34

---

List the position titles.

Account Tech Accountant Advanced Chief Internal Auditor Private Secretary II Public Service Administrator Opt. 1 Public Service Administrator Opt. 8L Sr. Public Service Administrator Opt. 1 Sr. Public Service Administrator Opt. 8L

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

1

---

List the position titles.

Chief Internal Auditor

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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?

Review and Approval of Hiring Monitors.

---

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

Open competitive process was not utilized in FY 16.

---

During FY 16, 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 EO positions has been vacant the last two years and those activities have not yet been developed.

---

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 EO positions has been vacant the last two years and those activities have not yet been developed. A new EO Officer was hired on 11/16/2016.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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: Miguel Calderon

Title: Deputy Director, Equal Opportunity Monitoring & Compliance

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?

The EO positions has been vacant the last two years and those activities have not yet been developed.

---

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?

DCEO is not named in the section pertaining to required staffing. We do submit the annual bi-lingual staffing report.

---

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?

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?

N/A

---

## 2017 State Hispanic Employment Plan Survey

Agency: Corrections

Director/Secretary: John R. Baldwin

Submitted: 12/1/2016 11:57:09 AM

Certification: I Agree

Individual Information: Fernando Chavarria, Chief- Office of Affirmative Action, 100 W. Randolph St. Ste. 4-200, Chgo IL 60601, (312) 814-3790,  
Fernando.Chavarria@doc.illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

11	Officials and Managers
42	Professionals
9	Technicians
290	Protective Service Workers
5	Para-Professionals
12	Office and Clerical
4	Skilled Craft Workers
10	Service-Maintenance

---

As of June 30, 2016, 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
17	Professionals
0	Technicians
4	Protective Service Workers
0	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

196	Officials and Managers
670	Professionals
130	Technicians
6,956	Protective Service Workers
14	Para-Professionals
33	Office and Clerical
333	Skilled Craft Workers
579	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

11,811

---



As of June 30, 2016, provide the underutilization for Hispanics by category:

0	Officials and Managers
11	Professionals
0	Technicians
11	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
6	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.

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 17                                      Officials/ Administrators - Loss of 1   Professionals -gain of 4.  
Technicians-gain of 3.   Protective Service -gain of 44.   Para-professionals-gain of 2.  
Office/Clerical- loss of 5.   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 16 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?

66

---

How many of those Human Resources staff are minorities?

6

---

As of June 30, 2016, 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.

Chief of Affirmative Action.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

16

---

How many Rutan panel interviews were conducted during FY 16?

202

---

For FY 16, 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 16.

1,385

---

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 16 were Hispanic?

41

---

List the position titles.

Correctional Counselor; Correctional Officer; Correctional Officer Trainee; Corrections Residence Counselor; Corrections Senior Parole Agent:Executive Secretary; SPSA;

---

How many new employees were hired during FY 16? 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.

1,816

---

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 16 were Hispanic?

---

List the position titles.

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

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 16, 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 IAHSF, 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 16 including employment strategies (Examples: recruitment, internships, community linkages):

The agency has created a statewide recruitment team within the facilities. The LWIA Pilot partners with IDES, 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 - Office of Affirmative Action / 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

---

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.

---

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

1,900

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

63

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How many veterans were hired externally during the year?

173

---

How many were Hispanic veterans?

15

---

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.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: John Maki

Submitted: 11/30/2016 5:03:59 PM

Certification: I Agree

Individual Information: Zina Smith, Associate Human Resources Director, 300 W. Adams, Chicago, Illinois 60606, (312) 793-8550, zina.smith@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 Illinois Criminal Justice Information Authority does not have underutilization in any 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.

The Officials/Managers category increased by one Hispanic male and the Professionals category decreased by one Hispanic male from the 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 16 and in what position titles.

ICJIA does not have a need for bilingual employees. ICJIA has limited interaction with the public.

---

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, 2016, 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, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

4

---

For FY 16, 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 16.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

(3) Senior Public Service Administrator (1) Grant Monitor

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

5

---

If your agency employed student workers/interns in FY 16 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 has been successful in maintaining parity within ICJIA.

---

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

It is the Agency's practice to establish a consistent pattern such as selecting every 3rd candidate on the open competitive list.

---

During FY 16, 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.

Since ICJIA is not underutilized and has been successful in maintaining parity in the Hispanic category as well as all other categories, meetings have not been held.

---

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.

ICJIA is not underutilized in the Hispanic category and has been successful in maintaining parity.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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.

Professional development training for staff is being discussed.

---

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?

ICJIA did not seek assistance since there was no underutilization within the agency.

---



## 2017 State Hispanic Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission

Director/Secretary: Director John Miller

Submitted: 11/30/2016 4:00:15 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, 2016, 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, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

IDHHC is at parity and has no underutilization. IDHHC is committed to hiring individuals from diverse backgrounds including people with disabilities. No hires occurred during Fiscal Year 2016.

---

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 16 and in what position titles.

IDHHC is a small agency with less than 5 employees in any EEO job category and is not required to calculate underutilization. It is committed to hiring a diverse staff. When hiring opportunities are available, all vacancies are posted to various professional associations including the National Hispanic Council of the Deaf and Hard of Hearing.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

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As of June 30, 2016, 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

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

0

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For FY 16, 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 16.

2

---

List the position titles.

Executive I - Interpreter Coordinator Executive Secretary III (at time of separation - abolished effective 6/1/16)

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

N/A

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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?

IDHHC is a small agency with less than 5 employees in any EEO job category and is not required to calculate underutilization. It is committed to hiring a diverse staff. EEO Officer reviews all recommendations for hires, promotions or transfers and completes 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. IDHHC interviews all applicants on the CMS eligible list.

---

During FY 16, 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.

IDHHC's Personnel attends the quarterly Personnel Meetings and updates management staff of new developments. EEO Officer reviews recommendations and completes the required Hiring and Promotion monitors. IDHHC files quarterly and annual Affirmative Action Plan. IDHHC follows CMS and Rutan hiring requirements. All management involved in the interview process 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.

IDHHC is at parity and has no underutilization. IDHHC is committed to hiring individuals from diverse backgrounds including people with disabilities. No hires occurred during Fiscal Year 2016.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

IDHHC is a small agency with less than 5 employees in any EEO job category and is not required to calculate underutilization. It is committed to hiring a diverse staff. When hiring opportunities are available, all vacancies are posted to various professional associations including the 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.

All staff is encouraged to participate in on-going professional development. Due to IDHHC's limited headcount, no special internal employment programs are formed.

---

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.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Developmental Disabilities Council

Director/Secretary: Kimberly Mercer Schleider

Submitted: 11/30/2016 3:30:34 PM

Certification: I Agree

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

---

As of June 30, 2016, 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, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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. The Illinois Council on Developmental Disabilities (Council) made no hires during FY2016.

---

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 16 and in what position titles.

The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

---

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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

1

---

List the position titles.

Senior Public Service Administrator

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

Not applicable

---

How many new employees were hired during FY 16? 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 16 were Hispanic?

0

---

List the position titles.

Not applicable

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 has no underutilization in any minority categories.

---

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

The Council has no underutilization in any minority categories.

---

During FY 16, 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-American Employment Plan. No training was provided during FY 2016.

---

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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.

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

Not applicable

---

## 2017 State Hispanic Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: James K. Joseph

Submitted: 11/30/2016 2:26:15 PM

Certification: I Agree

Individual Information: Kevin Moore, Labor Relations Administrator, 1035 Outer Park Dr.  
Springfield 62704, 217-782-3184, kevin.moore@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 34 Officials and Managers
- 105 Professionals
- 18 Technicians
- 0 Protective Service Workers
- 9 Para-Professionals
- 10 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

There was a decrease of 1 in the Professional category. The employee left to return to school. IEMA was unable to fill bargaining unit positions due to a legal dispute between AFSCME and CMS regarding layoffs.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

1

---

For FY 16, 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 16.

32

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List the position titles.

Account Tech I, Accountant Advanced, Executive I, NS Engineer II, Chief Internal Auditor, NS Chief Legal Counsel, NS Health Physics Assistant, NS Health Physicist II, NS Health Physics Tech I, Electronic Equipment Repairer Installer, NS Inspector II, Emergency Response Telecommunicator, Public Service Administrator, NS Health Physicist I, NS Manager I, NS Policy Analyst I, Communications Equipment Tech I, NS Engineer I, Disaster Services Planner, NS Machine Operator, Executive Secretary I, Senior Public Service Administrator, NS Radiochemistry Lab Assistant, NS Administrator II, NS Sr. Emergency Preparedness Coordinator, Administrative Assistant I

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

---

List the position titles.

NS Health Physics Tech I

---

How many new employees were hired during FY 16? 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.

NS Engineer II, Public Service Administrator, Senior Public Service Administrator, NS Chief Legal Counsel, NS Administrator II

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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. IEMA was unable to hire bargaining unit positions due to a legal dispute between AFSCME and CMS regarding layoffs.

---

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 16, 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 does not have recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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

---

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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## 2017 State Hispanic Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jeffrey D. Mays

Submitted: 11/29/2016 9:59:40 AM

Certification: I Agree

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

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
117	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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,108

---



As of June 30, 2016, 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 2016 maintained zero underutilization despite regular loss of people through attrition, retirements and 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 FY2015, number of Hispanic Officials/Administrators decreased from 27 in 2015 to 26 in FY2016. In Professional category - decreased from 162 to 153. Technicians decreased from 2 to 0. Number of Hispanic Paraprofessionals decreased from 3 to 2. There was an increase of Hispanic Administrative Support (Office/Clerical) staff from 0 to 2. 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 16 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?

16

---

How many of those Human Resources staff are minorities?

13

---

As of June 30, 2016, 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.

Although no Hispanics are listed on the agency organization chart reporting to the Agency Director, there is a number of high-level managers who have regular one-on-one meetings with the Director.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

---

How many Rutan panel interviews were conducted during FY 16?

60

---

For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

12

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

150

---

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; Hearings Referees (full-time & intermittent); UI Revenue Analysts; ES Specialists; Administrative Assistants; Veteran Employment Reps; ES Tax Auditors; Statistical Research Specialist; Statistical Research Supv.; Executive II; UI Special Agents; HR Specialist; Information System Analysts; Information Service Specialists; Executive Secretary; Private Secretary; Office Associates.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

12

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List the position titles.

Some of the titles include: Senior Public Service Administrators; ES Program Reps (full-time & intermittent); ES Service Reps; Hearings Referee; Veteran Employment Rep. II; Executive II; UI Special Agent.

---

How many new employees were hired during FY 16? 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.

39

---

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; Hearings Referees (full-time & intermittent); UI Revenue Analysts; ES Specialists; Administrative Assistants; Veteran Employment Reps; ES Tax Auditors; Statistical Research Specialist; Statistical Research Supv.; Executive II; UI Special Agents; HR Specialist; Information System Analysts; Information Service Specialists; Executive Secretary; Private Secretary; Office Associates.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

5

---

List the position titles.

Some of the titles include: Senior Public Service Administrators; ES Specialists; Office Associates.

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 16 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?

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.

---

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 16, 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 16 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 JobLink and we thereby reach a wide range of demographics. Vacancies were posted on IDES website; also shared with Hispanic Employment Plan Advisory Council. Throughout the year, IDES actively participated in numerous job fairs & recruitment events, held by employers, community organizations and the elected officials.

---

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?

EEO office ensures community relations with all minority groups, so that IDES has a diverse workforce, representative of the community, including the Latino 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 state 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. HR 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 & union contract when filling vacancies.

---

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

1

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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?

6

---

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 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.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Alec Messina, Acting Director

Submitted: 11/22/2016 4:12:57 PM

Certification: I Agree

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

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

108	Officials and Managers
516	Professionals
40	Technicians
0	Protective Service Workers
35	Para-Professionals
50	Office and Clerical
0	Skilled Craft Workers
3	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

696

---

As of June 30, 2016, 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 were no changes to the number of Hispanics in any EEO category during FY '16.

---

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 no changes to the number of Hispanics in any EEO category during FY '16.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

The Agency reviews call volume using AVAYA software, 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 and to determine whether the number of Spanish-speaking bilingual staff employed by the Agency is adequate.

---

How many Human Resources staff are there in your agency?

7

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2016, 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

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

11

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For FY 16, 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 16.

56

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List the position titles.

Executive II, Environmental Protection Specialist 3, Environmental Protection Engineer 3, Office Assistant, Office Associate, Office Coordinator, Office Specialist, Senior Public Service Administrator, Public Service Administrator, Office Administrator 4, Accountant, Laboratory Quality Specialist II, Information Systems Analyst I, Environmental Protection Technician I and 2, Administrative Assistant II, Chief Internal Auditor, Environmental Protection Associate, Environmental Protection Legal Investigator Specialist, Laboratory Associate I, Chemist 2, Electronics Technician, Environmental Protection Geologist 3, Motorist Assistance Specialist.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

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List the position titles.

Environmental Protection Engineer III

---

How many new employees were hired during FY 16? 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.

15

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List the position titles.

Office Assistant, AFACT, Lab Associate, Chemist, EPE I, Lab Quality Specialist I, PSA, SPSA, Chief Internal Auditor

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

45

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If your agency employed student workers/interns in FY 16 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/AA Officer works with the Office of Human Resources by sharing underutilization information. The EEO/AA Officer also reviews hiring monitors to confirm that during the open competitive hiring process minorities are invited to interview.

---

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

In those instances where random selection is part of the open competitive invitation, the Agency interviews as many minorities as possible in conjunction with the specific underutilization for the EEO category of that job title.

---

During FY 16, 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.

Copies of the Agency's Affirmative Action plan which includes information about underutilization of African Americans by region and EEO category are available to the Office of Human Resources, personnel liaisons, the Director and other Senior 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.

Staff from the Office of Human Resources receive on the job recruiting training from other staff with experience.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO/AA Officer works with the Office of Human Resources by sharing underutilization information. The Agency no longer has funding to attend job fairs, but invites as many Hispanics as possible from the open competitive lists to interviews. The position titles that are frequently filled are from the Professional category including Environmental Protection Engineers and Environmental Protection Specialists. The Agency was at Parity for Hispanics during FY 16.

---

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

---

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

The State Services Assurance Act for FY 08 required the Agency to have at least 5 additional bilingual staff on board before the beginning of FY 09. The Agency increased the number of staff in bilingual positions from 2 to 3. Underutilization for Hispanics is 0.

---

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 Center offer training and classes to all employees. The Agency also tuition



reimbursement and professional certification to employees.

---

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

1

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

1

---

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?

N/A

---

## 2017 State Hispanic Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 11/29/2016 11:11:18 AM

Certification: I Agree

Individual Information: Adam Alstott, Deputy General Counsel, 401 S. Spring St., 518 Wm. Stratton Bldg, Springfield, IL 62706, 217-720-7067, adam.alstott@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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. The number of Professionals increased by one Hispanic employee.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

Position postings are emailed to all commission employees, and can be accessed on the EEC website and the Chief Procurement Office websites. Position postings are posted with Illinois colleges and universities, the Work4Illinois website, statewide and nationwide procurement organizations - IAPPO and NASPO, and shared with Hispanic organizations through email.

---

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, 2016, 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.

Senior State Purchasing Officer State Purchasing Officer

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

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For FY 16, 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 16.

15

---

List the position titles.

State Purchasing Officer Senior State Purchasing Officer Procurement Compliance Monitor  
Project Manager

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

State Purchasing Officer Procurement Compliance Monitor Procurement Specialist Information  
Systems Analyst

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

1

---

List the position titles.

State Purchasing Officer

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 EEC has never experienced underutilization in any minority category.

---

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 not used. Postings only require that resumes be submitted for applicants to receive consideration for interview. Applicants' relevant education and experience are reviewed to determine the pool of candidates for interview.

---

During FY 16, 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.

During July 2016 leadership/supervisory training was provided to managers and supervisors with strategies for reducing impact of unconscious bias when making human resources decisions. Specifically, supervisors and administrative staff were provided with suggestions about being aware of biases when reviewing resumes and participating in interviews, and reminded that diverse interview teams can help reduce the effects of unconscious bias on candidate selection.

---

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.

During July 2016 leadership/supervisory training was provided to managers and supervisors with strategies for reducing impact of unconscious bias when making human resources decisions. Specifically, supervisors and administrative staff were provided with suggestions about being aware of biases when reviewing resumes and participating in interviews, and reminded that diverse interview teams can help reduce the effects of unconscious bias on candidate selection.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

- Position postings are emailed to all commission employees, and can be accessed on the EEC website and the Chief Procurement Office websites. Position postings are posted with Illinois colleges and universities, the Work4Illinois website, statewide and nationwide procurement organizations - IAPPO and NASPO, and shared with African American organizations through email.

---

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 are allowed the opportunity to complete continuing education training during work hours, and are permitted to lead employee professional development during all staff forums. Employees achieving required certification by the Universal Public Procurement Certification Council are reimbursed for the cost of the testing fees.

---

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?

None.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Financial and Professional Regulation

Director/Secretary: Bryan A. Schneider

Submitted: 11/30/2016 11:57:40 AM

Certification: I Agree

Individual Information: Vivian Toliver, Public Service Administrator, James R. Thompson Center,  
100 W. Randolph Street, 9th Floor, Chicago, IL 60601, (312) 814-1764,  
vivian.toliver@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

103	Officials and Managers
244	Professionals
7	Technicians
0	Protective Service Workers
50	Para-Professionals
24	Office and Clerical
0	Skilled Craft Workers
3	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

432

---

As of June 30, 2016, 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.

All job openings are posted on IDFPR's bulletin boards for the mandated period. In addition, job postings are e-mailed to the liaisons for the IDHR and IDHS who in turn e-mail them to EEO Officers in other agencies to post on their boards. 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. No Hispanics were hired externally.

---

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: Official/Managers 13 to 9; Office/Clerical 4 to 2; and Technicians 1 to 0.

INCREASES: Professionals 20 to 21 and Para-Professionals 3 to 4. The increases came from hiring of new employees. Decreases are from employees leaving due to retirement, accepting new positions elsewhere, and/or being released from employment. All other positions remained the same.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

Please see question No. 8

---

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, 2016, 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.

Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?



2

---

How many Rutan panel interviews were conducted during FY 16?

66

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For FY 16, 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 16.

58

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List the position titles.

Data Processing Specialist; Executive I; Executive II; Office Associate; Office Coordinator; Public Service Administrator; Senior Public Service Administrator; Financial Institution Examiner Trainee; Technical Advisor II; Student Worker; Health Services Investigator II; Executive Secretary I; Bank Examiner III; and Development Specialist.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

8

---

List the position titles.

Public Service Administrator; Administrative Assistant II; Office Associate; and Bank Examiner III.

---

How many new employees were hired during FY 16? 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.

34

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List the position titles.

Administrative Assistant I; Executive I; Financial Institutions Examiner I; Financial Institutions Examiner Trainee; Office Associate; Office Coordinator; Private Secretary II; Public Service Administrator; Senior Public Service Administrator; Student Worker; and Technical Advisor II.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

2

---

List the position titles.

Financial Institutions Examiner I and Executive I.

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 16 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?

See question No. 8. Also, a random selection from the open competitive list is done by the interviewer selecting a pattern. It could be 2 names from every page; every 10th name; or, the 50th name. If a category is underutilized the interviewer will try and pick a pattern that will include as many candidates that fall into the underutilized category as legally possible.

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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.

Please see question No. 28.

---

During FY 16, 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.

Please see question No. 28. Also, SPSA Terrence Walsh attended the Hispanic State Employees Resource and Job Fair.

---

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 question No. 8 and No. 30.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Please see question No. 8.

---

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 Hispanic employees are encouraged to attend the Illinois Association of Hispanic State Employees conference held each year. IDFPF pays their registration fee.

---

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?

3

---

How many veterans were hired externally during the year?

3

---

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?

There were no recommendations made.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski, Administrat

Submitted: 11/21/2016 9:21:29 AM

Certification: I Agree

Individual Information: Karen Weathers, EEO Officer, 801 S. 7th Street, Suite 400 Springfield  
Illinois 62703, 217-558-3019, karen.weathers@igb.illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

2	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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

170

---

As of June 30, 2016, 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 IGB hired one Hispanic male (Public Service Administrator, Opt. 8c) and one Hispanic female (Public Service Administrator, Opt. 8L), and promoted two Hispanic males (Gaming Special Agents) during this fiscal year.

---

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 IGB had a slight increase in our Hispanic employee totals for FY 16; we reported 11 Hispanics at the end of FY 15, and 13 Hispanics at the end of FY 16.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

We do not anticipate the need to increase our bilingual positions at this time.

---

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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

28

---

For FY 16, 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 16.

14

---

List the position titles.

Senior Public Service Administrator, Opt. 2, 7 Public Service Administrator, Opt.2, 3 and 8C  
Information Systems Analyst II Gaming Senior Special Agent

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

13

---

List the position titles.

Office Assistant Gaming Special Agent Trainee and Gaming Special Agent Public Service  
Administrator, Opt. 8L and 8C Info Systems Analyst I Senior Public Service Administrator, Opt.  
8L and 2 Human Resource Specialist

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

2

---

List the position titles.

Public Service Administrator, Opt. 8C and 8L

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 16 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 EEO Officer shares underutilization numbers with the HR staff, so that they are aware of employment goals. The IGB also coordinates potential hiring opportunities with representing staff who participate in various employment outreach events.

---

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 IGB takes into consideration whether or not there is underutilization for that particular region, and a consistent pattern is selected.

---

During FY 16, 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 in accordance with the Rutan hiring process; all interviewing staff are Rutan certified and are 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.

Due to the fact that the IGB has no underutilization goals for Hispanic employees, 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 16 including employment strategies (Examples: recruitment, internships, community linkages):

The IGB has participated in various job fairs during this fiscal year in the Chicago area, and we will continue to participate in future outreach efforts for the recruitment of all qualified candidates employees.

---

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 duties have been performed regarding the 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 State of Illinois employees at no cost. Additionally, the IGB has a semi-automatic promotional ladder that was negotiated for the titles of a Gaming Special Agent to a Gaming Senior Special Agent.

---

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?

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 regarding our hiring and recruiting practices.

---



## 2017 State Hispanic Employment Plan Survey

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

Submitted: 11/30/2016 4:28:49 PM

Certification: I Agree

Individual Information: Gia T. Orr, EEO/AA/504 Officer, 160 North LaSalle Street Suite S-500, 224-277-9075, gia.orr@illinois.gov

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As of June 30, 2016, 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, 2016, 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
- 0 Para-Professionals
- 1 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

GAC is not underutilized by Hispanics in any EEOC 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.

No there were not any increases and decreases.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

The EEO officer and the HR director work with supervisors in an awareness efforts concentrating on the hiring 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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

13

---

For FY 16, 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 16.

7

---

List the position titles.

Guardianship Representatives Director of Policy and Training

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

Guardianship Representatives

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 16 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 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.

N/A

---

During FY 16, 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 work with the supervisors in an awareness effort 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 funds. We do not have a program that provides specialized training.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

GAC continues to work with DHR is enring we are in compliance with EEOC. We are not underutilized in any category regarding Hispanics.

---

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

Name: Gia Orr

Title: EEO/AA/504 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?

The liaison participates in agency policy making and has relationships in the Hispanic 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?

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.

Current Director of Training has developed a new internal professional development training program in conjunction with DoIT.

---

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

---



## 2017 State Hispanic Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Felicia F. Norwood

Submitted: 11/30/2016 3:14:09 PM

Certification: I Agree

Individual Information: Derrick L. Davis, Sr., Chief EEO/AA Officer, 401 South Clinton, 1st Floor, Chicago, IL 60607, (312) 793-4322, derrick.davis@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

13	Officials and Managers
87	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, 2016, 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
65	Professionals
0	Technicians
0	Protective Service Workers
24	Para-Professionals
2	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

377	Officials and Managers
1,100	Professionals
36	Technicians
0	Protective Service Workers
383	Para-Professionals
137	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,983

---

As of June 30, 2016, 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.

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 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. 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 increased from 2.8% to 3.6% of the total category from the prior year. Professionals increased from 7.5% to 8.2% of the total category from the prior year. Technicians increased from 2.6% to 2.8% of the total category from the prior year. Para-Professionals decreased from 11% to 10.7% of the total category from the prior year. Administrative Support increased from 2.9% to 3.1% 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 16 and in what position titles.

HFS does not have a specific plan to increase the number of Hispanics and Spanish-speaking bilingual staff. We have placed an emphasis on targeting/reaching out to organizations whose memberships and makeup are from the underrepresented groups including Hispanics in an effort to increase the pool of potential candidates for vacancies within those groups.

---

How many Human Resources staff are there in your agency?

30

---

How many of those Human Resources staff are minorities?

5

---

As of June 30, 2016, 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, 2016?

3

---

How many Rutan panel interviews were conducted during FY 16?

574

---

For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

37

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

257

---

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 16 were Hispanic?

10

---

List the position titles.

SPSA; Office Coordinator; Office Specialist; Child Support Specialist II; Data Processing Specialist

---

How many new employees were hired during FY 16? 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.

194

---

List the position titles.

SPSA; PSA; Office Assistant; Office Associate; Child Support Specialist I & II; Child Support Specialist 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; Information Systems Analyst II; Accountant; Accountant Advanced; Account Technician I; Account Clerk II; Medical Assistant Consultant II;

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

13



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List the position titles.

SPSA; PSA; Office Specialist; Student Intern; Office Coordinator; Child Support Specialist I; Office Assistant

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

17

---

If your agency employed student workers/interns in FY 16 how many were Hispanic?

6

---

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 general the EEO Officer does not participate on the front end of the competitive hiring process. The EEO Officer does however review the process for compliance during the selection process to ensure that underutilization considerations are addressed.

---

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

HFS always utilizes a consistent pattern of selection for each process (i.e. alternating candidates; selecting all candidates or the first and the last candidate on each page, etc. as opposed to a varying matrix) as the method of random selection. The exact methodology varies depending on the number of candidates and how many positions there are to interview.

---

During FY 16, 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.

Selection and recruitment staff are provided the information necessary to understand where the specific areas of underutilization exist. This information is also conveyed to others who may be part of the recruitment and selection process in which emphasis is placed on how to reach difficult targeted areas. Senior staff is provided quarterly updates on areas that the agency is looking to focus on relative to the mandates of the Hispanic Employment Plan. Material is provided to relevant Executive Staff as to areas of underutilization being targeted. Viable candidates are consistently sought by relevant Executive staff to address compliance with the 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.

HFS has provided not specific training or materials to staff to recruit Hispanics. We are absolutely open to counsel from subject matter experts relative to an undertaking such as this. We don't believe that we currently have material or training which would appropriately address this matter in the manner that it deserves.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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.

N/A

---

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

50

---

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

16

---

How many veterans were hired externally during the year?

53

---

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?

N/A

---

## 2017 State Hispanic Employment Plan Survey

Agency: Historic Preservation

Director/Secretary: Heidi Brown-McCreery

Submitted: 11/29/2016 4:23:11 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, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

43	Officials and Managers
61	Professionals
5	Technicians
0	Protective Service Workers
25	Para-Professionals
4	Office and Clerical
8	Skilled Craft Workers
21	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 FY16, the Illinois Historic Preservation Agency employed 1 Hispanic male 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.

No. The number stayed the same.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

The Agency is not currently underutilized by Hispanic employees. However, we would also be interested in increasing the number of minority employees in our Agency. As stated, when we request an open competitive eligibility list from CMS, we make every attempt to pull minorities from the list for interview after any Veterans that are on the list.

---

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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

27

---

For FY 16, 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 16.

20

---

List the position titles.

SPSA Opt 1 (5); Site Interpreter (1); Office Assistant (1); Director of ALPLM (1); Librarian I (1); Building/Grounds Laborer (1); Electronics Technician (1); Site Services Specialist (1); Site Technician 2 (2); Executive 2 (1); Site Superintendent 2 (1); Private Secretary I (1); Account Tech 2 (1); Executive Secretary I (1).

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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

---

List the position titles.

SPSA Opt 1 (6); Site Technician 2 (1); Building/Grounds Laborer (1); Private Secretary I (2); Library Associate (1); Chief Internal Auditor (1); IHPA Director (1); Office Assistant Opt 2 (1); Librarian I (3); PSA Opt 2 (1); Hist Lib Chief of Acquisitions (1); Exec Sec I Opt 2 (1).

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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?

When we request an open competitive eligible list from CMS, the EEO Officer reviews and looks

for minorities on the list and we attempt to interview them. The EEO Officer also reviews all the Hiring/Promotion Monitors.

---

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

Depending on the number of candidates on the open competitive list, we divide the total number on the list by the number of candidates we wish to interview and then count forward to that number and choose that individual for interview. We also select veterans first and any possible minorities on the list.

---

During FY 16, 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 funding for outside recruitment or training. Senior staff is advised of our status via the EEO AA and Quarterly plans. They are made aware of any underutilization the Agency is experiencing and what Human Resources is doing to meet the 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.

We do not have specific recruitment staff. Due to employee shortages we do not have the manpower nor the funds to implement a recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

N/A - IHPA is not underutilized in the number of Hispanic hires.

---

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 promotions 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?

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?

To my knowledge, no recommendations were provided.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: Keith Chambers

Submitted: 11/2/2016 9:50:26 AM

Certification: I Agree

Individual Information: Dr. Ewa I. Ewa, CFO/Personnel Director, 100 W. Randolph, Chicago-IL. #5-100. 60601, 312-814-6281, ewa.ewa@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:



As of June 30, 2016, 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 16 and in what position titles.

none

---

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, 2016, 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, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

1

---

For FY 16, 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 16.

0

---

List the position titles.

n/a

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

n/a

---

How many new employees were hired during FY 16? 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.

Tech Advisor II

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

n/a

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

9

---

If your agency employed student workers/interns in FY 16 how many were Hispanic?

3

---

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?

none

---

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

Based on qualification and experience.

---

During FY 16, 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 16 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.

no

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Janice Glenn

Submitted: 11/30/2016 1:14:47 PM

Certification: I Agree

Individual Information: Martin Duncan, Assistant to the Deputy Director, 100 W. Randolph, Ste. 10-100, Chicago, IL 60601, 312.814.6204, martin.duncan@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

6	Officials and Managers
15	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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

11	Officials and Managers
78	Professionals
3	Technicians
0	Protective Service Workers
7	Para-Professionals
30	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 2016, the Department of Human Rights (DHR) was not underutilized in any EEO category for Hispanic employees. As of June 30, 2016, 21.7% of the agency's actual headcount was Hispanic.

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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.

There was a decrease of one (1) in the "Officer/Manager" EEO category and a decrease of one (1) in the "Professionals" 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 16 and in what position titles.

DHR 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's 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, 2016, twenty (20) Hispanic DHR employees, of a total of twenty-seven (27) Spanish bilingual option DHR employees, received the Spanish speaking bilingual option.

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How many Human Resources staff are there in your agency?

3

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2016, 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.

One (1) Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

5

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How many Rutan panel interviews were conducted during FY 16?

28

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For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

25

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

9

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List the position titles.

One (1) Human Rights Investigator I; Four(4) Human Rights Investigator II; Two (2) Human Rights Investigator III; One (1) Office Associate; and One (1) Public Service Administrator.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

---

List the position titles.

Human Rights Investigator I

---

How many new employees were hired during FY 16? 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 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 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 the EEO categories. The Director or Director's Designee is responsible for reviewing each hiring 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 fifth candidate's name and information from CMS Personnel.

---

During FY 16, 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 of 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, and others.

---

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 Human Resource staff meets regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. The Department encourages its employees to participate in employee training through the Department's Institute for Training and Development and enrichment courses through the State's course offerings. The Department's staff also assists employees to match their skills with available promotional opportunities.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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 DHR. Specifically, recruiting for specific positions when needed; working with the Department's Human Resource 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 filled position. This is an AFSCME bargaining unit position. The position is filled in accordance with the union contract and personnel guidelines.

---

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

Name: Hector Villagrana, Amalia Martinez and Abdi Maya

Title: Senior Public Service Administrator (Villagrana) and Public Service Administrator (Martinez and Maya)

Is this person an Executive senior staff member?: In FY 2016, Villagrana was a member of the Executive Committee. 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 (Villagrana) was a member of the Hispanic Employment Advisory Council and has participated in job fairs, recruitment efforts. In addition, he was one of the Department's policy makers, as a member of the Executive Committee. The Department's Supervising Attorney (Martinez) conducted outreach and training as needed or required. The Outreach Coordinator (Maya) was a member of the Institute for Training and Development and participated in activities to provide outreach, education and training. DHR 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 Resource 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, DHR participated in a number of activities including, but not limited to, workshops, seminars, conferences, job fairs and partnerships with community organizations, etc.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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

The agency believes that it has met the frontline standards for bilingual speakers employed by DHR. The agency completes and submits the required "Bilingual Needs and Bilingual Pay Survey." The 2016 Survey was completed as required. The Department will submit the appropriate information 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's Human Resource staff meets regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. A number of the Department's employees participate in government training associations such as the Illinois Association of Hispanic State Employees (IAHSE) which provides educational and professional development to 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?

11

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

1



---

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 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 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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## 2017 State Hispanic Employment Plan Survey

Agency: Human Services

Director/Secretary: James T. Dimas

Submitted: 11/30/2016 9:59:12 AM

Certification: I Agree

Individual Information: Scott Viniard, Human Resources Director, 100 S. Grand Ave. East,  
Springfield, IL 62762, 217/524-7663, Scott.Viniard@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

51	Officials and Managers
754	Professionals
136	Technicians
17	Protective Service Workers
99	Para-Professionals
87	Office and Clerical
0	Skilled Craft Workers
37	Service-Maintenance

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

33	Officials and Managers
618	Professionals
21	Technicians
4	Protective Service Workers
63	Para-Professionals
78	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

863	Officials and Managers
6,118	Professionals
3,813	Technicians
141	Protective Service Workers
861	Para-Professionals
738	Office and Clerical
0	Skilled Craft Workers
765	Service-Maintenance

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As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

13,299

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As of June 30, 2016, provide the underutilization for Hispanics by category:

0	Officials and Managers
0	Professionals
90	Technicians
0	Protective Service Workers
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
86	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 765 new non-veteran hires, 70 or 9% were Hispanics. Of the 95 new veteran hires, 4 or 4% were Hispanics. In FY16 the total Hispanic underutilization was 185 and in FY17 the total Hispanic underutilization is 177.

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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.

The EEO categories evidenced slight increases and decreases in the underutilization from last year. As of March 1, 2016 the Mental Health Technician Trainee and Security Therapy Aide Trainee positions moved from the Technicians EEO Job Category to the Para-Professional EEO Job Category, which would explain the shift in numbers between those two EEO Job Categories. Underutilization Summary: Officials/Managers, Professionals, Protective Service and Administrative Support (formerly known as Office/Clerical) continue to be at parity; Technicians decreased by 19; Para-Professional increased by 1; and Service/Maintenance increased by 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 16 and in what position titles.

IDHS' Bureau of Recruitment and Selection has discussed utilizing radio broadcast with the CMS Manager of the Diversity Enrichment Program. IDHS' Office of Hispanic and Latino Affairs have curtailed their recruitment and are concentrating on translations. Outreach is being made with Refugee Organizations such as Most Blessed Trinity/Santisima Trinidad a Catholic Church in Waukegan to conduct workshops on job openings at IDHS. BRS is reaching out to public High Schools in Hispanic communities to introduce the possibilities of State government careers following graduation. BRS is cultivating stronger relationships with the Hispanic Workforce Community/ Central States SER (Service, Employment, Redevelopment), LULAC (League of United Latin American Citizens), National Latino Educational Institute and Instituto Progreso. BRS is also working with the Centro De Informacion Elgin recruitment program. BRS displays signs on test days and at other events in Spanish related to the need to fill Mental Health Technician Trainee job openings in an effort to recruit potential Hispanic candidates to address the underutilization of this EEO Job Category specifically in IDHR Region 1.

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How many Human Resources staff are there in your agency?

111

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How many of those Human Resources staff are minorities?

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As of June 30, 2016, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

51

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List the position titles.

The number above is reflective of the Hispanic employees in the Officials/Managers EEO Job category, which includes the PSA and SPSA titles. Executive positions fall under the Professionals EEO Job category, which encompasses a large number of job title

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

36

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How many Rutan panel interviews were conducted during FY 16?

3,238

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For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

1,015

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

1,288

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List the position titles.

Administrative Assistant I & II, Account Technician I & II, Accountant, Accountant Advanced, Accountant Supervisor, Accountant Advanced, Account Clerk II, Activity Therapist, Activity Therapist Coordinator, Behavioral Analyst II, Buildings & Grounds Laborer, Business Manager, Clinical Lab Technician II, Clinical Pharmacist, Clinical Psychologist, Cook I & II, Dental Assistant, Dietary Assistant, Dietary Manager II, Dietitian, Disability Claims Officer, Disability Claims Adjudicator Trainee, Disability Claims Analyst, Disability Claims Adjudicator I, Disability Claims Specialist, Educator, Educator Aide, Executive I & II, Executive Secretary I & II, Guard II, Habilitation Program Coordinator, Health Facility Surveillance Nurse, Health Information Associate, Human Services Caseworker, Human Services Caseworker Manager, Human Resource Associate, Human Resource Representative, Human Resources Specialist, Information Systems Analyst I & II, Institutional Maintenance Worker, Internal Auditor I, Internal Security Investigator II, Licensed Practical Nurse I & II, Maintenance Equipment Operator, Maintenance Worker, Maintenance Worker Power Plant, Medical Administrator I & III, Mental Health Administrator II, Mental Health Specialist I, Mental Health Specialist Trainee, Mental Health Technician I - V, Mental Health Technician Trainee, Management Operations Analyst I & II, Nutritionist, Office Assistant, Office Administrator II, III & IV, Office Associate, Office Clerk, Office Coordinator, Public Aid Control Reviewer, Public Aide Eligibility Assistant, Public Aid Quality Control Supervisor, Pharmacy Manager, Pharmacy Technician, Physical Therapist, Physician Specialist, Private Secretary II, Psychologist II & III, Public Service Administrator, Registered Nurse I & II, Rehab Case Coordinator I & II, Rehab Counselor Senior, Rehab Counselor Trainee, Rehab Workshop Instructor II, Rehab Counselor, Residential Care Worker, Rehab Services Advisor, Rehab Workshop Instructor I & II, Rehab Workshop Supervisor, Reproduction Services Technician 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-IV, Security Therapy Aide Trainee, Social Service Career Trainee, Social Service Program Planner III & IV, Social Worker II-IV, Senior Public Service Administrator, Staff Development Specialist I, Storekeeper I-III, Stores Clerk, Support Service Coordinator I & II, Support Service Lead, Support Service Worker, Switchboard Operator I & III, Technical Advisor I-II, Transportation Officer, Vocational Instructor

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How many of the employees who vacated your agency during FY 16 were Hispanic?

101

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List the position titles.

Clinical Psychologist, Disability Claims Adjudicator Trainee, Human Services Caseworker, Human Services Caseworker Manager, Mental Health Technician I-III, Mental Health Technician Trainee, Office Associate, Office Assistant, Public Aid Eligibility Assistant, Physician Specialist, Public Service Administrator, Registered Nurse I-II, Rehab Case Coordinator I & II, Rehab Counselor Senior, Rehab Counselor Trainee, Residential Services Supervisor, Security Therapy Aide I, Security Therapy Aide Trainee, Security Officer, Social Service Program Planner IV, Social Worker II, Senior Public Service Administrator, Social Service Career Trainee, Support Service Worker, Stores Clerk, Switchboard Operator I

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How many new employees were hired during FY 16? 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.

2,489

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List the position titles.

IDHS' Bureau of Civil Affairs does not currently track workforce titles, only EEO Job categorical information.

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

236

---

List the position titles.

IDHS' Bureau of Civil Affairs does not currently track workforce titles, only EEO Job categorical information.

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

28

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If your agency employed student workers/interns in FY 16 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?

IDHS has a centralized Recruitment and Selection Unit, the Bureau of Recruitment and Selection (BRS), which is responsible for all hiring. IDHS' Bureau of Civil Affairs reviews all Hiring and Promotion monitors prior to filling the position. All staff responsible for interviewing and recruiting are aware that no job will be filled without following the hiring and promotion monitor procedures. IDHS' Bureau of Civil Affairs works closely with IDHS' Office of Human Resources to ensure that they have the appropriate information on the Department's underutilization in the EEO Job

categories. IDHS' Secretary or his designee are responsible for final sign-off on 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.

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 in the interview pool.

---

During FY 16, 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), which is responsible for all hiring. IDHS' Bureau of Civil Affairs reviews all Hiring and Promotion monitors prior to any commitment being made to fill the position. IDHS through its Recruitment, Hiring and Discipline Committee conducts quarterly meetings to discuss strategies for improving the agency's performance in achieving underutilization goals. One major task BRS does to increase underutilized affirmative action groups attendance at an interview is to check to see if a position is listed on the underutilization summary and if so, all candidates on the Open Competitive list in that group get invited.

---

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 will continue to rely on suggestions from the Recruitment, Hiring and Discipline committee who meet quarterly to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. 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 Hispanic communities, especially when any testing opportunities are available. IDHS employees, 94% 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

IDHS' Bureau of Recruitment and Selection (BRS) regularly attends job fairs that are organized by CMS, Elected Officials, Colleges/Universities, Social Organizations and Churches. BRS also routinely partners with state agencies like CMS, IDHS and the Department of Veteran's Affairs to directly reach out to those minorities lacking gainful employment. Additionally, BRS also posts position vacancies on the Internet. Job openings are posted on IDHS' Facebook page, LinkedIn, Twitter, and Monster.com. BRS also sends out e-blasts to interested parties. IDHS recruitment efforts are focused on ensuring a diversified workforce and continue efforts to expand and strengthen partnerships with the various communities for additional minority outreach. As for position titles that were frequently filled during the fiscal year, IDHS' Bureau of Civil Affairs does not currently track workforce titles, only EEO Job categorical information.

---

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?

IDHS Administration recently posted the position for Director of the Office of Hispanic & Latino Affairs. There was a remarkable response with 35 applications that are currently in process of being reviewed.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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

The Department will expand and strengthen partnerships with the various communities for better minority outreach. IDHS will continue to: increase social media presence through Facebook, LinkedIn and the Diversity Matters Portal as well as others; recruit at local legislative district offices to provide employment information to constituents; direct recruitment through e-blasts to professional organizations like Physicians, Nurses, Therapists, Psychologists and Pharmacists; participate in local job fairs; host live sessions and webinars on applying for state employment; and partner with sister agencies like CMS and the Diversity Enrichment Program, IDHS and Office of the Governor to reach a broader and more diverse audience.

---

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 Recruitment, Hiring and Discipline committee who meet quarterly to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. A number of IDHS employees participate in government associations such as the Illinois Association of Hispanic State Employees (IAHSE). IAHSE has been instrumental in addressing issues affecting Latinos in state employment and community services. IDHS employees, 94% 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.

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

967

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

95

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How many veterans were hired externally during the year?

95

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How many were Hispanic veterans?

4

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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 Department will expand and strengthen partnerships with the various communities for better minority outreach. IDHS will continue to: increase social media presence through Facebook,

LinkedIn and the Diversity Matters Portal as well as others; recruit at local legislative district offices to provide employment information to constituents; direct recruitment through e-blasts to professional organizations like Physicians, Nurses, Therapists, Psychologists and Pharmacists; participate in local job fairs; host live sessions and webinars on applying for state employment; and partner with sister agencies like CMS and the Diversity Enrichment Program, IDES and Office of the Governor to reach a broader and more diverse audience.

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## 2017 State Hispanic Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Cholly Smith

Submitted: 11/30/2016 3:44:47 PM

Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Ave., 217-785-1407, lmyers@icc.illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

0	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

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

39	Officials and Managers
136	Professionals
5	Technicians
6	Protective Service Workers
4	Para-Professionals
6	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

196

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As of June 30, 2016, 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.

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; the Illinois Commerce Commission gained 3 Professional Hispanic employees and 1 Hispanic Office/Clerical employees. We lost 1 Hispanic Office/Clerical and 2 Hispanic Official/Administrators during the past 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 16 and in what position titles.

Due to budget constraints and a planned layoff at the ICC during FY16, we did less hiring than normal last year. As soon as adequate funds are available, it is our intention to post one or more vacancies for Spanish Speaking Consumer Counselors in our Chicago Office. We also hope to complete the Merit Selection process for 3 Commerce Commission Police Officers in our Des Plaines Office. At least 10% of the pool of qualified applicants for these positions is Hispanic. Every effort will be made to include Hispanic participants on these interview panels.

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How many Human Resources staff are there in your agency?

3

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2016, 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, 2016?

2

---

How many Rutan panel interviews were conducted during FY 16?

40

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For FY 16, 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 16.

42

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List the position titles.

Office Associate Director Chief - Police Technical Advisor II Administrative Law Judge V - ALJ Bureau Chief Rate Analyst II Manager Manager Consumer Counselor I Executive Secretary III Manager Technical Analyst Administrative Assistant I Manager Director Manager Rate Analyst II Pipeline Safety Analyst II Director Economic Analyst III Executive Secretary II Manager Manager 911 Analyst III Financial & Budget Assistant Manager 911 Analyst III Financial & Budget Assistant Economic Analyst IV TRANS Industry Analyst III Railroad Safety Specialist IV Administrative Law Judge V - ALJ Technical Advisor V Pipeline Safety Analyst II Railroad Safety Specialist III Information Systems Analyst I ICC Police Officer II Pipeline Safety Analyst II Economic Analyst IV Pipeline Safety Analyst II Legislative Liaison I

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

3

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List the position titles.

Office Associate Director Chief - Police

---

How many new employees were hired during FY 16? 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

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List the position titles.

Executive IV Diversity & Community Affairs Director Assistant to Chairman Executive IV Railroad Safety Specialist III Office Associate Pipeline Safety Analyst II Pipeline Safety Analyst II Executive IV Assistant to Deputy Executive Director Media Assistant Executive IV Director Legislative Liaison I Technical Advisor V Technical Advisor III Railroad Safety Specialist III Office Associate Office Associate

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

4

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List the position titles.

Assistant to Chairman Executive IV Railroad Safety Specialist III Office Associate

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 16, 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.

The ICC fills a relatively small number of position in any given year, and we only have one employee actively involved in recruitment on a routine basis. While we do not have funds available to send that recruiter to training, she is an avid reader who keeps abreast of developments in her field by continually scouring free information provided by the Society for Human Resources Management, the National Association of Colleges and Employers, the U.S. Equal Employment Opportunity Commission, as well as many national publications. She also routinely consults with staff of Illinois' Diversity Enrichment Program.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Commission is committed to hiring diverse employees in all EEOC categories.

---

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 ICC publicizes free training programs offered by CMS and other state agencies. Some titles occupied by our Spanish-speaking employees are part of the AFSCME bargaining Unit which makes possible their ability to participate in the state's Upward Mobility program, an option previously unavailable to our employees.

---

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?

N/A

---

## 2017 State Hispanic Employment Plan Survey

Agency: Insurance

Director/Secretary: Anne Melissa Dowling

Submitted: 11/30/2016 11:54:01 AM

Certification: I Agree

Individual Information: Jane Bachman, Chief Fiscal Officer, 320 West Washington Street,  
Springfield, IL 6767, 217-782-5344, jane.bachman@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

72	Officials and Managers
100	Professionals
47	Technicians
0	Protective Service Workers
5	Para-Professionals
14	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 filed by Hispanics during this fiscal year include: 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.

Para-Professional - 1 increase    Official/Managers - 2 decreases

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 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

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As of June 30, 2016, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

5

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List the position titles.

1 - PSA    3 - SPSA    1 - Private Secretary II

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

3

---

How many Rutan panel interviews were conducted during FY 16?

25

---

For FY 16, 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 16.

53

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List the position titles.

Insurance Performance Examiner Actuary I & II Accountant Advanced SPSA Insurance Analyst PSA Information Systems Analyst Office Associate Administrative Assistant Insurance Company Financial Examiner Trainee Workers Comp Insurance Compliance Investigator Executive Secretary Insurance Company Field Staff Examiner Actuarial Examiner Trainee

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

2

---

List the position titles.

1 - SPSA 1 - PSA

---

How many new employees were hired during FY 16? 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.

64

---

List the position titles.

Accountant Advanced Information Services Intern Insurance Analyst Office Coordinator Actuary I & II PSA SPSA Insurance Company Financial Examiner Trainee Actuarial Examiner Trainee Insurance Performance Examiner Office Assistant Office Associate Workers Comp Insurance Compliance Investigator Information Systems Analyst Administrative Assistant Actuarial Assistant

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

1

---

List the position titles.

1 - Officer Coordinator

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 Agency utilizes Shared Services for a majority of its hiring needs. The EEO Officer monitors underutilization and reviews the Hiring and Promotion forms 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 16, 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 uses Shared Services for a majority of its hiring needs, including recruitment and interviewing. The EEO Officer monitors underutilization and reviews the completed Hiring & Monitor forms to ensure compliance with all hiring mandates. Underutilization is also 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.

The Agency utilizes Shared Services for a majority of its hiring needs, including interviewing and selection.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Agency uses Shared Services for a majority of its hiring needs, 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 also communicated to Shared Services. Further, prior to concluding a new hire to the Agency, the EEO Officer is required to complete a Hiring Monitor form, which addresses the Agency's compliance with hiring 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

---

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?

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?

N/A

---

## 2017 State Hispanic Employment Plan Survey

Agency: Investment Board

Director/Secretary: William R. Atwood

Submitted: 11/18/2016 2:53:37 PM

Certification: I Agree

Individual Information: Alise White, Director of Operations, Accounting and Audit, 180 N. Lasalle - Suite 2015, 312-793-5714, alise.white@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 5 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

0

---

As of June 30, 2016, 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 continues to broaden its recruiting efforts to include university recruiting to tap into diverse student body populations. We are seeing many more diverse candidates however no Hispanics have made it to final hire as of yet. We did not conduct any hiring during 2016.

---

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 16 and in what position titles.

We did not have any hiring needs during FY 16.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

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As of June 30, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

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For FY 16, 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 16.

1

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List the position titles.

General Counsel/Chief Compliance Officer

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 16 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 16, 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 attended the Transgender training in Sept. 2016. 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 attended the Transgender training in Sept. 2016. 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 16 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: Director of Operations, Accounting and Audit

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?

---

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 ISBI by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor General.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Jesse Montgomery, Acting D

Submitted: 12/2/2016 11:18:32 AM

Certification: I Agree

Individual Information: James M Crowley, EEO/AA Officer, 707 N 15th St. Springfield, IL 62702,  
217-557-1030 Ext 3028, Jim.Crowley@doc.illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
5	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

57	Officials and Managers
868	Professionals
18	Technicians
0	Protective Service Workers
23	Para-Professionals
20	Office and Clerical
33	Skilled Craft Workers
52	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,071

---



As of June 30, 2016, provide the underutilization for Hispanics by category:

0 Officials and Managers  
2 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
3 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; hiring and promotion monitors are reviewed to see that 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 +4, Technicians - Parity, Paraprofessionals - Parity, Office and Clerical - 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 16 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 see that 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?

5

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How many of those Human Resources staff are minorities?

2

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As of June 30, 2016, 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/Regional Administrator, PSA/Acting Chief, EEO/AA.

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

7

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How many Rutan panel interviews were conducted during FY 16?

20

---

For FY 16, 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 16.

122

---

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 16 were Hispanic?

4

---

List the position titles.

Juvenile Justice Specialist

---

How many new employees were hired during FY 16? 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.

209

---

List the position titles.

JJS Intern; JJS Supervisor; Educator; ASPSA/PSA.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

12

---

List the position titles.

JJS Intern.

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 other person being invited to participate in the interview process.

---

During FY 16, 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 made to fill the position. Recruiters participate throughout the state in job fairs and recruitment activities that target Hispanics, sponsored by IAHSE, ILLCF, Latino Family Commission, educational institutions, Faith-based/community based organizations and Local Workforce Investment Act Boards. 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 underutilizations for minority groups, women and people with Disabilities.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The LWIA Pilot partners with IDES, CMS and ST. Paul Church of Christ to conduct recruitment workshops in under served communities in the Chicago and Quad cities areas. 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 and recruitment fairs sponsored by minority legislators that focus 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), 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 Juvenile Justice Specialist position and expand the LWIA pilot in the 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 the Illinois 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 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?

124

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

7

---

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?

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Labor Department

Director/Secretary: Hugo Chaviano

Submitted: 11/9/2016 1:01:08 PM

Certification: I Agree

Individual Information: Ann Pufundt, Director of Human Resources , 900 South Spring Street,  
Springfield IL 62704, 217557 0819, ann.pufundt@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2016, 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
  - 5 Professionals
  - 2 Technicians
  - 0 Protective Service Workers
  - 2 Para-Professionals
  - 2 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

- 17 Officials and Managers
  - 27 Professionals
  - 26 Technicians
  - 0 Protective Service Workers
  - 10 Para-Professionals
  - 5 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

Through monitoring of bilingual needs, we were 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 Officials/Managers -1 Technicians +1 Para-Professionals -2 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 16 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

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2016, 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.

Executive Assistant to the Director (private secretary 2) SPSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

2

---

How many Rutan panel interviews were conducted during FY 16?

9

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For FY 16, 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 16.

13

---

List the position titles.

Senior Public Service Administrator Labor Conciliator Industrial Services Hygienist Account Technician II Public Safety Inspector Office Specialist Wage Claim Specialist Office Associate

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

3

---

List the position titles.

SPSA Labor Conciliator Office Specialist

---

How many new employees were hired during FY 16? 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.

13

---

List the position titles.

Public Service Administrator Accountant Advanced Labor Conciliator Public Safety Inspector Account Technician II Wage Claim Specialist Office Coordinator Office Associate

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

5

---

List the position titles.

Labor Conciliator Account Technician II Office Coordinator Office Associate

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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/Promotion 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.

The agency utilizes the blind open-competitive list issues by CMS to randomly select candidates to invite to interview. The HR Director makes the selection based on the education and experience codes provides on the list to choose candidates that most closely match the requirements of the position. If the position is in an underutilized EEO category and there are

candidates within that category, they are also selected in an effort to address underutilization.

---

During FY 16, 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/AA Officer monitors minority hiring through processes and reporting to the Department of Human Rights. Legislative mandates are monitored by our Legislative Liaison through coordinator with Human Resource 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.

Executive staff, Directors and Managers are provided with a copy of the agency's Affirmative Action Plan each year once the plan has been approved by the Department of Human Rights. The EEO/AA Officer assists in the recruitments and evaluation of Hispanic employees and job applicants to address the agency's underutilization of one (1) Hispanic.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Continual monitoring of minority employment by the EEO/AA Officer in efforts to reach and maintain parity.

---

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

---

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.

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?

1

---



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?

na

---

## 2017 State Hispanic Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Melissa Mlynski

Submitted: 10/31/2016 2:39:44 PM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S-400, Chgo, 60601, 312 793 6426, carla.stone@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 3 Officials and Managers
  - 15 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

SPSA PSA

---

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 hired a Hispanic in the Official/Manager 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 16 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, 2016, 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 PSA

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

1

---

For FY 16, 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 16.

5

---

List the position titles.

PSA SPSA Executive I

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

---

List the position titles.

SPSA

---

How many new employees were hired during FY 16? 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.

PSA PAI

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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?

Staff is updated by the personnel manager via memos from CMS. 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 recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations

---

During FY 16, 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 is updated by the personnel manager via memos from CMS. The personnel manager

reminds hiring staff of the AAEP whenever there is an opportunity to hire.

---

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 16 including employment strategies (Examples: recruitment, internships, community linkages):

When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations

---

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

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?

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell, Executive

Submitted: 11/30/2016 10:19:47 AM

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, 2016, 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, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 16 and in what position titles.

Post all employment opportunities on public websites 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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

3

---

List the position titles.

SPSA, 8L General Counsel PSA, Opt. 2 Fiscal Officer PSA, Opt. 1 Board Agent

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

SPSA, Chief Fiscal Officer

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

2

---

If your agency employed student workers/interns in FY 16 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.

---

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 16, 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 and attend training and/or confer with CMS/DHR liaisons.

---



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 information provided by DHR/CMS is conveyed to staff responsible for hiring decisions.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Liaison receives information and attends conference if available. Post employment opportunities on public and private websites. Assists individuals interested in employment or internship opportunities.

---

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 annual conference when available.

---

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 received.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Brent Fischer

Submitted: 12/5/2016 10:28:32 AM

Certification: I Agree

Individual Information: Anthony Raffety, Human Resources Manager , 4500 South Sixth St Rd, 217-782-4540, anthony.raffety@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, 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, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, provide the underutilization for Hispanics by category:

5	Officials and Managers
11	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
5	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

---

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.

NA

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

NA

---

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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

11

---

For FY 16, 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 16.

2

---

List the position titles.

SPSA Private Secretary 2

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 16? 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.

2 - SPSA INFORMATION SYSTEMS ANALYST Executive 1 PSA 8L Private Secretary 2

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 16 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 Monitor

---

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 16, 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.

HR manager is Rutan certified and EEO trained

---

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 16 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: 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

---

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

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Lottery

Director/Secretary: Gregory Smith

Submitted: 11/29/2016 1:30:07 PM

Certification: I Agree

Individual Information: Peter Romano, Labor Relations and HR Manager - PSA, 101 West Jefferson St. Springfield IL 62702, 217-524-5252, Peter.Romano@Illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

29	Officials and Managers
85	Professionals
14	Technicians
0	Protective Service Workers
31	Para-Professionals
16	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 Lottery hired two Hispanic Lottery Sales Representatives.

---

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.

Professionals increased from 4 to 6. Para-Professionals decreased from 3 to 2. Office and Clerical decreased from 1 to 0.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

Lottery established two additional Spanish-speaking Office Associates in Cook County to assist in the Check Writing Centers.

---

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, 2016, 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, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

88

---

For FY 16, 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 16.

20

---

List the position titles.

Senior Public Service Administrator Public Service Administrator Office Administrator 4 Lottery Regional Coordinator Lottery Sales Representative Office Associate Internal Auditor I Executive 2 Executive Secretary 3 Technical Advisor 2

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

2

---

List the position titles.

Office Associate Office Administrator IV

---

How many new employees were hired during FY 16? 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.

35

---

List the position titles.

Senior Public Service Administrator Public Service Administrator Office Administrator 4 Lottery Sales Representative Lottery Telemarketing Representative Office Associate Internal Auditor I Executive 2 Information Services Intern GAAP Accountant Telecommunications Systems Analyst

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

2

---

List the position titles.

Lottery Sales Representative

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 interview and selection staff is Rutan Certified and is mandated to follow all applicable Illinois Personnel Rules and Regulations and adheres to the applicable collective bargaining agreements. The Lottery EEO Officer reviews and signs off on all hiring and promotional IDHR monitors.

---

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



Staff sometimes utilizes random selection to narrow the open competitive list to between 7-10 candidates. An “every other” method is utilized. Depending on the size of the list, the number is divided to achieve a pool of 7-10 candidates. Every other, every 3rd, every 4th, or every 5th candidate will then be sent invitations to interview.

---

During FY 16, 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 Lottery interview and selection functions were done by the Administrative and Regulatory Services Center until approximately August 2016. Lottery now conducts the interview and selection functions internally. The staff is Rutan Certified and is mandated to follow all applicable Illinois Personnel Rules and Regulations and adheres to the applicable collective bargaining agreements.

---

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.

AFSCME Upward Mobility Program (UMP) The UMP provision in the collective bargaining agreement provides candidates a priority when filling vacancies. CMS sponsors career enhancement and self development classes to employees at no cost.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

Staff follows prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria and Technical Manual and applicable collective bargaining agreements Vacant positions are advertised on the Central Management Services employment website.

---

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?

CMS sponsors career enhancement and self development classes to employees at no cost.  
CMS also administers the AFSCME Upward Mobility Program

---

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 classes to employees at no cost.  
HFS and DHS also sponsor training programs in a variety of subjects for supervisors that Lottery

employees may attend. CMS also administers the AFSCME 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?

5

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Military Affairs

Director/Secretary: MG Richard J. Hayes, Jr.

Submitted: 12/5/2016 2:56:37 PM

Certification: I Agree

Individual Information: Cory Yeager, Military Administrative Assistant , 1301 N MacArthur BLVD,  
Springfield, IL 62702, 217-761-3869, Cory.B.Yeager.MIL@MAIL.MIL

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

6	Officials and Managers
52	Professionals
9	Technicians
35	Protective Service Workers
3	Para-Professionals
6	Office and Clerical
11	Skilled Craft Workers
103	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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  
3 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.

An increase of 1 in the Protective Service 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 16 and in what position titles.

N/A

---

How many Human Resources staff are there in your agency?

5

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2016, 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.

Military Crash Fire Rescue III

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

34

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For FY 16, 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 16.

35

---

List the position titles.

Military Environment Specialist Military Crash Fire Rescue Military Crash Fire Rescue III Military Judge Advocate Building Grounds Laborer Building Grounds Maintenance Worker Private Secretary II Military Cooperative Agreement Specialist Military Facilities Officer I

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

---

List the position titles.

Building Grounds Laborer

---

How many new employees were hired during FY 16? 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.

34

---

List the position titles.

Plumber Steamfitter Military Crash Fire Rescue Building Grounds Maintenance Worker Building Grounds Laborer Military Engineer Technician Military Environmental Specialist Military Real Property Clerk Military Cooperative Agreement Specialist Military Facilities Officer I Military Administrative Specialist

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

2

---

List the position titles.

Building Grounds Laborer

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 16, 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.

No training due to budget constraints and staffing constraints.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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?

21

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Natural Resources

Director/Secretary: Wayne A. Rosenthal

Submitted: 12/2/2016 12:15:59 PM

Certification: I Agree

Individual Information: Franklin Johnson (J.), EEO Officer, One Natural Resource Way Springfield, IL 62702, 217 782-2662, jay.johnson2@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

202	Officials and Managers
332	Professionals
52	Technicians
112	Protective Service Workers
72	Para-Professionals
45	Office and Clerical
4	Skilled Craft Workers
198	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,138

---



As of June 30, 2016, provide the underutilization for Hispanics by category:

0	Officials and Managers
2	Professionals
0	Technicians
3	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
10	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 Resources 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, decreases 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 16 and in what position titles.

The department has developed a log to identify areas where Spanish speaking positions are used and in what divisions. The Department continually surveys Executive Staff members and request a review of bilingual needs. The DNR in cooperation with CMS, has developed new testing and examining procedures for professional titles which will increase the candidate pools and recruitment opportunities. The DNR has identified and developed DNR specific titles to include more "trainee" opportunities that will provide a career path to fulltime, coded positions. Positions typically determined to have bilingual needs include, Office Associates, Site Technicians, Site Superintendents, Natural Resources series titles, Conservation Police Officer.

---

How many Human Resources staff are there in your agency?

11

---

How many of those Human Resources staff are minorities?

10

---

As of June 30, 2016, 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, 2016?

3

---

How many Rutan panel interviews were conducted during FY 16?

31

---

For FY 16, 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 16.

166

---

List the position titles.

Conservation Police Officer, Office Associate, Civil Engineer, Site Technician, Site Superintendent, Account Technician, SPSA, PSA., Conservation Grants Administrator, Natural Resource Technician,.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

2

---

List the position titles.

PSA, Service Maintenance.

---

How many new employees were hired during FY 16? 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.

45

---

List the position titles.

Chemist, SPSA, Site Superintendent, Information System Analyst, Office Associate, Geologist, Well Inspector, Natural Resource Advisor, Civil Engineer, Accountant, Executive II, Accountant Technician II, Storekeeper.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 16 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. The EEO Officer 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 16, 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.

From recommendation, the Department has sought new ways to increase diversity overall on a statewide basis. The Human Resource Director and the EEO Officer have implemented new testing and examining procedures with CMS to address underutilization overall. These changes will allow the Department to actively recruit DNR specific areas on a statewide basis and within a shorter timeframe.

---

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 Officer 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Department has developed a log to identify areas where Spanish speaking positions are used and in what division. The Department also continually surveys Executive Staff members and request 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. 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.

---

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

Name: Rafael Gutierrez

Title: Director of the Law Enforcement

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 very instrumental in maintaining relationships with the Latino communities and the Latino Legislative Caucus members. The EEO Officer will continue work with Gutierrez to foster relationships with the 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?

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 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?

28

---

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?

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. These changes will allow the Department actively recruit for DNR specific areas on a statewide basis and within a shorter timeframe.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: EIG Margaret A. Hickey

Submitted: 11/29/2016 3:42:01 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

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

2	Officials and Managers
5	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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
29	Professionals
23	Technicians
0	Protective Service Workers
4	Para-Professionals
10	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 - The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce. In FY2016, we hired Hispanic personnel into Deputy Inspector General and Investigator roles.

---

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. Net, we added one Hispanic professional and one Hispanic technician in FY2016.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 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. Net, we added one Hispanic professional and one Hispanic technician in FY2016. No OEIG position descriptions require language skills.

---

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, 2016, 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.

General Counsel, Director of Finance and Administration

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

14

---

List the position titles.

Investigator, Assistant Inspector General, Investigative Auditor, Administrative Account Clerk, Forensic Investigator, Administrative Assistant, Deputy Inspector General, Supervising

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

1

---

List the position titles.

Assistant Inspector General

---

How many new employees were hired during FY 16? 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.

Investigator, Administrative Assistant, Director of Hiring and Employment Monitoring, Assistant Inspector General, Deputy Inspector General, Analyst

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

3

---

List the position titles.

Assistant Inspector General, Deputy Inspector General, Investigator

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 16 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 16, 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 16 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. The OEIG is an exempt non-Code agency. However, the OEIG strives for and has a diverse workforce.

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Chairman Gerald M. Keenan

Submitted: 11/28/2016 4:39:05 PM

Certification: I Agree

Individual Information: Kathy Griffin, CFO / EEO Officer, 1021 N. Grand Ave., East Springfield, IL 62702, 217-524-8512, Kathy.Griffin@illinois.gov

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 16 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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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 Service Administrator Administrative Assistant II

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 other 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 16, 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 16 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

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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?

No recommendations were made to the Board.

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## 2017 State Hispanic Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Craig Findley

Submitted: 11/7/2016 10:44:48 AM

Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer / Personnel, 319 E. Madison, Suite A, Springfield, IL 62701, 217-782-7273, Nichole.Damhoff@Illinois.gov

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As of June 30, 2016, 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, 2016, 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, 2016, 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
  - 9 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

n/a

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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, the agency hired for an Office Coordinator position that was coded for bilingual pay.

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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 16 and in what position titles.

n/a

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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?

0

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As of June 30, 2016, 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

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

3

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For FY 16, 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 16.

1

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List the position titles.

Office Administrator IV

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

n/a

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How many new employees were hired during FY 16? 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

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List the position titles.

Office Associate, Office Assistant and Office Clerk

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

n/a

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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?

Oversees and participates in the 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.

n/a

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During FY 16, 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

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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.

CMS training and meetings

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

non paid internships through the universities and career fairs.

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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.

n/a

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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?

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?

none

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## 2017 State Hispanic Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis Apostol

Submitted: 11/30/2016 1:51:12 PM

Certification: I Agree

Individual Information: Becky Hesse, Fiscal Officer, 402 Stratton Office Building, Springfield, IL 62706, 217-557-0122, becky.hesse@illinois.gov

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As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

N/A

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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.

None

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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 16 and in what position titles.

PTAB is a small agency with only 32 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.

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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, 2016, 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.

Public Service Administrator

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

1

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How many Rutan panel interviews were conducted during FY 16?

0

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For FY 16, 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 16.

1

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List the position titles.

Office Coordinator

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many new employees were hired during FY 16? 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

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List the position titles.

Private Secretary

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 Property Tax Appeal Board is too small to calculate 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.

All minorities listed are selected as part of the random selection process.

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During FY 16, 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.

Section 10.

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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 16 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

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

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

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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.

One Hispanic employee is currently utilizing the Upward Mobility Program offered through the AFSCME Collective Bargaining Agreement.

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

1

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

1

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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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## 2017 State Hispanic Employment Plan Survey

Agency: Public Health

Director/Secretary: Nirav D. Shah, MD, JD

Submitted: 11/18/2016 5:26:14 PM

Certification: I Agree

Individual Information: Robin A. Tucker, EEO/AA Officer & ADA Coordinator, 69 W. Washington St., #3500, Chicago 60602, (312) 814-1041, robin.tucker@illinois.gov

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As of June 30, 2016, 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
6	Para-Professionals
10	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2016, 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
6	Professionals
0	Technicians
0	Protective Service Workers
4	Para-Professionals
6	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

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As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

323	Officials and Managers
626	Professionals
20	Technicians
0	Protective Service Workers
50	Para-Professionals
74	Office and Clerical
11	Skilled Craft Workers
8	Service-Maintenance

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As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,112

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As of June 30, 2016, provide the underutilization for Hispanics by category:

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

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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 FY16 the agency had 70% fewer hires than in FY15; therefore a decrease in Hispanic staff hires as well. In FY16, 7% of hires were Hispanic (5 employees). The following position titles were filled externally: SPSA, Opt 6 Health Facilities Surveillance Nurse Office Coordinator, Opt 2 SS Office Assistant, Opt 1 SS Switchboard Operator 1, SS

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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.

Overall IDPH staff size decreased by 4% (46 employees) from FY15, with a decrease in Hispanic employees of 6% (7 employees): Official/Administrators - Decrease of 3 Professionals - Decrease of 1 Technicians - Remained the same Paraprofessionals - Increase of 1 Office/Clerical - Decrease of 1

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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 16 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.

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How many Human Resources staff are there in your agency?

10

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2016, 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.

Senior Public Service Administrator

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

11

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How many Rutan panel interviews were conducted during FY 16?

144

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For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

4

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

120

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List the position titles.

Senior Public Service Public Service Administrator Account Technician Accountant  
Administrative Assistant Cancer Registrar Clinical Lab Technologist Environmental Health  
Specialist Executive Executive Secretary Health Facilities Surveyor Health Facilities  
Surveillance Nurse HR Specialist Information Systems Analyst Methods & Procedures Advisor  
Management Systems Specialist Public Health Program Specialist Office Coordinator Office  
Assistant Office Associate Office Specialist Storekeeper

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How many of the employees who vacated your agency during FY 16 were Hispanic?

7

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List the position titles.

Senior Public Service Administrator Public Service Administrator Health Facilities Surveillance  
Nurse Administrative Assistant Office Assistant Office Associate

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How many new employees were hired during FY 16? 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.

70

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List the position titles.

SPSA PSA Chief Internal Auditor Health Facilities Surveillance Nurse Health Surveyor PH  
Program Specialist Administrative Assistant Accountant Vital Records Quality Control Inspector  
Oral Health Consultant Information Systems Analyst Methods & Procedures Advisor Statistical  
Research Specialist Switchboard Operator Office Coordinator Office Assistant Account Clerk  
Stores Clerk

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

5

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List the position titles.

Health Facilities Surveillance Nurse Office Coordinator Office Assistant Switchboard Operator

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

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If your agency employed student workers/interns in FY 16 how many were Hispanic?

4

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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 EEO Officer updates and forwards the underutilization report the Human Resources Office 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.

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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.

The random selection of candidates from the open competitive list is based on the total number 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.

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During FY 16, 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 Health Manager and Center for Minority Health provide information to Deputy Directors regarding mandates. Senior Staff is responsible for disseminating compliance documentation. The EEO Officer approves all hire and promotion monitor forms prior to the hiring decision. Rutan certified staff and others involved in the hiring and interview process are guided by the Office of Human Resources in the process.

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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 Human Resources Office conducts one on one trainings with those involved in the recruitment/hiring process. The EEO/AA Officer responsible for the recruitment of underutilized positions is a Certified HR Professional through the Society for Human Resources Management (SHRM) with several years of recruitment training and experience.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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, the Chicago Bilingual Nurses Consortium and the Hispanic Lawyers Association of Illinois. 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 and in FY16 implemented a formal Internship Program.

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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

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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?

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.

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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.

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.

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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?

No recommendations were provided.

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## 2017 State Hispanic Employment Plan Survey

Agency: Racing Board

Director/Secretary: Domenic DiCera

Submitted: 11/9/2016 2:22:34 PM

Certification: I Agree

Individual Information: Jackie Clisham, Director of Operations, 100 W Randolph; 5-700; Chicago, IL 60611, 312-814-8787, jackie.clisham@illinois.gov

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As of June 30, 2016, 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, 2016, 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, 2016, 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
  - 17 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

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.

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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, recategorization of one employee.

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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 16 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.

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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?

1

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As of June 30, 2016, 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.

Chief State Steward; Executive Assistant to the Executive Director

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How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

1

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For FY 16, 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 16.

2

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List the position titles.

Office Manager/Board Secretary; Office Assistant

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How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many new employees were hired during FY 16? 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

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List the position titles.

Field Operations Manager

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How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

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List the position titles.

N/A

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How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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?

In FY16 all hiring activities were coordinated by the A & R Shared Services (ARSS) Center. The EEO officer submits the EEO/AA quarterly reviews by IDHR and participates in the Hiring and Promotion Monitors.

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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.

N/A

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During FY 16, 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.

In FY16 the Board worked with CMS and ARSS, meeting monthly with ARSS staff to discuss human resources/personnel-related matters of the Board. ARSS guided the Board in all hiring, interviewing and recruitment matters as described in the CMS State Hispanic Employment Plan.

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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.

In FY16 the ARSS Center coordinated all hiring of staff. The Board has several Rutan-trained staff in order to participate in the interviewing and hiring process.

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Board utilizes CMS programs and processes geared toward Hispanic employees.

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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 Board makes available CMS processes and programs geared toward advancing Hispanic employees, to its Hispanic employees. Additionally, professional development among all Board employees is supported by the Board.

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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?

No recommendations have been made.

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## 2017 State Hispanic Employment Plan Survey

Agency: Revenue

Director/Secretary: Connie Beard

Submitted: 11/30/2016 10:38:18 AM

Certification: I Agree

Individual Information: John Nelson, EEO/AA Officer, 101 West Jefferson St, 6/500, Springfield, IL 62702, 217-524-9210, john.r.nelson@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
10	Professionals
2	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

234	Officials and Managers
887	Professionals
237	Technicians
13	Protective Service Workers
197	Para-Professionals
117	Office and Clerical
7	Skilled Craft Workers
4	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,491

---

As of June 30, 2016, 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.

IDOR has been aggressively recruiting Hispanics for both the Chicago area and down state. The largest need for Hispanics was in the Chicago area. Through recruitment in traditionally Hispanic areas and Community organizations, along with internal promotions and staff location realignment, IDOR addressed any under utilization of Hispanics by the release of our FY 2017 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.

IDOR had an increase of 1 Hispanic in the Officials/Administrators category. This was due to an internal promotion. IDOR saw a decrease of 2 Hispanics in the Para-professional category due to separations.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 and in what position titles.

IDOR tracks the requests for bilingual support via a phone translation tracking service, case management software, and a customer support documentation system. In addition to the systems used for tracking bilingual requests and needs, supervisors in our front counter/window areas review logs of incoming calls and walk-ins to determine the number of taxpayers needing assistance to determine if additional bilingual employees are needed. IDOR has also set up a bilingual needs study committee that meets quarterly or as needed. The Department will continue the process of targeting each of the most frequently hired and requested positions for Hispanic employment.

---

How many Human Resources staff are there in your agency?

71

---

How many of those Human Resources staff are minorities?

6

---

As of June 30, 2016, 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.

Public Service Administrator, Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

2

---

How many Rutan panel interviews were conducted during FY 16?

479

---

For FY 16, in how many Rutan panel interviews did Hispanic interviewers participate?

25

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 16.

216

---

List the position titles.

ACCOUNTANT ADMIN ASSISTANT 1 ADMINISTRATIVE ASST 2 APPRAISAL  
SPECIALIST I ELECTRICIAN EXECUTIVE II GAAP ACCOUNTANT HUMAN RESOURCES  
SPECIALIST INFORMATION SYSTEMS ANALYST I INFORMATION SYSTEMS ANALYST II  
LABORER (BUILDING) LIQUOR CONTROL SPECIAL AGENT 1 OFFICE ASSISTANT  
PRIVATE SECRETARY I PUBLIC SERVICE ADM REPRODUCTION SERVICE  
TECHNICIAN III REV AUDITOR 1 REV AUDITOR 2 REV AUDITOR 3  
REV COLLECTION OFR 3 REV COMPUTER AUDIT SPEC REVENUE AUDIT  
SUPERVISOR REVENUE COLLECTION OFFICER III REVENUE SENIOR SPECIAL AGENT  
REVENUE TAX SPECIALIST 1 REVENUE TAX SPECIALIST II REVENUE TAX SPECIALIST  
III REVENUE TAX SPECIALIST TRAINEE SENIOR PUBLIC SERV ADMIN TECH ADV  
2 TECHNICAL ADVISOR ADVANCED PROGRAM SPECIALIST

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

9

---

List the position titles.

REVENUE AUDITOR III REVENUE TAX SPECIALIST I REVENUE TAX SPECIALIST  
TRAINEE SENIOR PUBLIC SERVICE ADMINISTRATOR TECHNICAL ADVISOR ADVANCED  
PROGRAM SPECIALIST

---

How many new employees were hired during FY 16? 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.

152

---

List the position titles.

ACCOUNT TECHNICIAN II ACCOUNTANT SUPERVISOR ADMIN ASSISTANT 1  
ADMINISTRATIVE ASST 2 DATA PROCESSING ASSISTANT DATA PROCESSING  
TECHNICIAN ELECTRICIAN GAAP ACCOUNTANT GAAP COORDINATOR INTERNAL  
SECURITY INVESTIGATOR II LABORER (BUILDING) LIQ CONT SP AGENT 1  
OFFICE SPECIALIST PRIVATE SECRETARY 1 PUBLIC ADMINISTRATION INTERN  
PUBLIC SERVICE ADM REPRODUCTION SERVICE TECHNICIAN II REV SPECIAL  
AGENT TRN REV TAX SPEC TRAINEE SENIOR PUBLIC SERV ADMIN STUDENT

## INTERN

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

4

---

List the position titles.

DATA PROCESSING ASSISTANT REVENUE TAX SPECIALIST TRAINEE LIQ CONT SP  
AGENT 1

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

7

---

If your agency employed student workers/interns in FY 16 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?

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 16, 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 discussions in the Hispanic Employment Plan meetings. The agency attended conferences including IAHSE and The Latino Roundtable of Southwestern Illinois.

---

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 HR Department. All staff is certified to conduct Rutan interviews and also ensures any non-HR 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

In order to increase minority hiring, 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 HR staff works the eligibility list when applicable and interview minority candidates on the list in the under utilization categories. The HR Department also maintains a FACEBOOK page where people who follow the IDOR 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 educated on how to complete their CMS 100s in order to acutely increase diversity on eligibility lists. The EEO officer has been active in over 34 recruitment events from January 1st to June 30th, 2016.

---

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

Name: John Nelson  
Title: EEO/AA 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?

In his IDOR liaison role, he attends the quarterly Hispanic American Employment Plan Advisory Council meetings to provide insight on hiring opportunities within the Department. Mr. Nelson also regularly coordinates strategic community and stakeholder hiring events/ workshops in addition to providing policy recommendations to IDOR senior leadership.

---

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 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. IDOR has started an internal training program aimed at providing training for all levels of staff to improve their professional abilities and careers.

---

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

59

---

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

1

---

How many veterans were hired externally during the year?

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 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 under utilization and monitors the Department's effort to reach/maintain minority hiring goals.

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## 2017 State Hispanic Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Director/Secretary: Kathryn Saltmarsh

Submitted: 12/5/2016 5:45:22 PM

Certification: I Agree

Individual Information: Same, Executive Director , 401 S. Spring, Room 617, Springfield 62706 ,  
217-558-4749, kathy.saltmarsh@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 studies were conducted.

---

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 16 and in what position titles.

N/A

---

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

---

As of June 30, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

2

---

For FY 16, 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 16.

1

---

List the position titles.

Research Analyst

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

Senior Research Analyst & Research Analyst

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 does not have an EEO officer. We are exempt from the Personnel Code so the open competitive hiring process is not utilized.

---

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

SPAC is exempt from the Personnel Code so the open competitive invitation process is not utilized.

---

During FY 16, 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 steps were taken. There is only one person responsible for hiring etc. - the Executive Director.

SPAC depends on Public Safety Shared Services, which handles our personnel matters, to ensure compliance with legislative 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. We have no recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

We explored posting open positions to Hispanic professional organizations, however the cost was prohibitive. We had no recruitment or community activities.

---

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 Act does not apply to SPAC as we have no bargaining unit employees and we provide no services to the public.

---

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

---

## 2017 State Hispanic Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Matt Perez

Submitted: 11/15/2016 3:20:37 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, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 21 Officials and Managers
- 56 Professionals
- 18 Technicians
- 17 Protective Service Workers
- 7 Para-Professionals
- 4 Office and Clerical
- 0 Skilled Craft Workers
- 2 Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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.

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 16 and in what position titles.

The Agency continues to use the same hiring and promotional tools listed in the 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

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

12

---

For FY 16, 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 16.

14

---

List the position titles.

Arson Investigator, PSA, SPSA, Boiler Safety Specialist, Executive II, Fire Prevention Inspector, Tech Advisor.

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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.

Arson Investigator, Storage Tank Safety Specialist, Elevator Inspector, Boiler Safety Specialist, Private Secretary II, Administrative Assistant I, Executive II, Tech Advisor III.

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 Safety Shared Services Center. Executive Staff and EEO Officer 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 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 16, 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 Services 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 16 including employment strategies (Examples: recruitment, internships, community linkages):

Human Resource functions are handled by the Public Safety Shared Services Center. Executive Staff and EEO Officer are aware of the Agency's underutilization categories. The Agency posts all vacancies on the Work4Illinois.gov and Employment Security websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the State of Illinois. Employment opportunities are available on our website with a link to Work4Illinois.gov.

---

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

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.

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## 2017 State Hispanic Employment Plan Survey

Agency: State Police

Director/Secretary: Director Leo Schmitz

Submitted: 11/30/2016 3:46:23 PM

Certification: I Agree

Individual Information: Lieutenant Christy White, EEO Officer, 801 S 7th Street, Suite 100-S,  
Springfield, IL 62703, 217/782-1282, Christy\_White@isp.state.il.us

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

7	Officials and Managers
15	Professionals
16	Technicians
127	Protective Service Workers
5	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

---

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

157	Officials and Managers
539	Professionals
296	Technicians
1,421	Protective Service Workers
91	Para-Professionals
171	Office and Clerical
7	Skilled Craft Workers
18	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

2,700

---

As of June 30, 2016, provide the underutilization for Hispanics by category:

0	Officials and Managers
6	Professionals
0	Technicians
11	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 FY16 was 72 Women, 38 African Americans, 21 Hispanics, 24 Asians, and 2 Native Americans. There were 4 opportunities and 1 or 25% (1 Hispanic Female New Hire as an Office Associate) addressed this goal.

---

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 FY16, there were 1 New Hire and 8 Separations of Hispanic employees, with a net decrease of 7 employees. EEO Categories of Hispanic New Hires in FY16: 1 Office/Clerical  
EEO Categories of Hispanic Separations in FY16: 1 Professional, 1 Technician, 4 Protective Services, and 2 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 16 and in what position titles.

The ISP 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. Electronic civilian job postings are also distributed to our Hispanic Community Outreach Network to attract a diverse applicant pool.

---

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, 2016, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

19

---

List the position titles.

Captains, Lieutenants, Master Sergeants, Senior Public Service Administrators, Public Service Administrators

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

10

---

How many Rutan panel interviews were conducted during FY 16?

35

---

For FY 16, 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 16.

176

---

List the position titles.

Account Technician I, Accountant, Administrative Assistant I, Administrative Assistant II, Building/Grounds Laborer, Building/Grounds Maintenance Worker, Captain, Communications Equipment Technician I, Executive I, Executive II, Fingerprint Technician, Firearm Eligibility Analyst I, Forensic Scientist II, Forensic Scientist III, Forensic Services Administrator II, Forensic Scientist Trainee, Guard II, Information Services Specialist II, Information Systems Analyst I, Information Systems Analyst II, Laborer, Lieutenant, Master Sergeant, Methods and Procedures Analyst II, Office Administrator IV, Office Assistant, Office Associate, Office Coordinator, Office Specialist, Polygraph Examiner III, Public Service Administrator, Senior Public Service Administrator, Sergeant, Special Agent, Storekeeper II, Technical Advisor II, Telecommunicator Specialist, Telecommunicator Supervisor, Telecommunicator Trainee, Trooper, Truck Weighing Inspector

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

8

---

List the position titles.

Guard II, Master Sergeant (2), Office Associate (2), Sergeant, Technical Advisor II, Trooper

---

How many new employees were hired during FY 16? 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

---

List the position titles.

Accountant, Account Technician II, Building/Grounds Laborer, Communications Equipment Technician I, Criminal Intelligence Analyst I, Forensic Scientist III, Forensic Scientist Trainee, Guard II, Information Services Specialist II, Office Assistant, Office Associate, Office Coordinator, Office Specialist, 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 16 were Hispanic?

1

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List the position titles.

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

112

---

If your agency employed student workers/interns in FY 16 how many were Hispanic?

6

---

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 EEO Office provides underutilization information to work units as positions are being filled. 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 provides 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, three, etc., depending on the ideal number of candidates the ISP needs.

---

During FY 16, 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 selection, to ensure compliance. ISP Human Resource 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 16 including employment strategies (Examples: recruitment, internships, community linkages):

Recruitment at events specifically targeting Hispanic men and women, internship opportunities for Hispanic students, meeting with Hispanic employees (Diversity Advisory Council) in order to develop an effective action plan for the recruitment of Hispanic individuals. The ISP Recruitment Section participated in 77 recruitment events/job fairs, 15 events for military personnel and hosted 2 Physical Fitness Seminars at the ISP Academy.

---

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

Name: Hector Alejandro

Title: Sergeant

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?

Sergeant Alejandro responds directly to requests 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 (AFSCME) Collective Bargaining Unit. The 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.

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

5

---

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

0

---

How many veterans were hired externally during the year?

6

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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?

No recommendations were received.

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## 2017 State Hispanic Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Ronald P. Cooley

Submitted: 12/1/2016 1:59:01 PM

Certification: I Agree

Individual Information: Daniel Dykstra, Chief Legal Counsel, 531 Sangamon Avenue East, 217-785-2620, ddykstra@ispmeritboard.org

---

As of June 30, 2016, 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, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 did not complete any studies or monitoring success. 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.

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 16 and in what position titles.

The Agency will follow all State mandates through the Illinois Department of Human Rights. The Agency has not targeted any specific titles.

---

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, 2016, 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, 2016?

0

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How many Rutan panel interviews were conducted during FY 16?

0

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For FY 16, 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 16.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

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List the position titles.

N/A

---

How many new employees were hired during FY 16? 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 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 agency 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.

There was no open competitive interview invitation process.

---

During FY 16, 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 follows all state mandates through the Illinois Department of Human Rights and meets quarterly with the DHR liason. The agency does not have any recruitment 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.

The agency does not have any recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 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.

N/A

---

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?

No.

---

## 2017 State Hispanic Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 11/1/2016 10:27:37 AM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Manager, 2101 S. Veterans Parkway,  
Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

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As of June 30, 2016, 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
  - 1 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

- 17 Officials and Managers
  - 57 Professionals
  - 6 Technicians
  - 0 Protective Service Workers
  - 6 Para-Professionals
  - 12 Office and Clerical
  - 0 Skilled Craft Workers
  - 1 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

0

---

As of June 30, 2016, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
3 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 FY16 we were able to fill a paraprofessional position (Office Coordinator) with a Hispanic individual due to the diligence of the EEO Officer.

---

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, one Hispanic Woman in the paraprofessional 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 16 and in what position titles.

SRS will utilize employment strategies as opportunities arise and that are in compliance with the collective bargaining agreement.

---

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, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

11

---

For FY 16, 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 16.

4

---

List the position titles.

Senior Public Service Administrator Public Service Administrator Pension & Death Benefit Technician II Human Resource Representative

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

NA

---

How many new employees were hired during FY 16? 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.

14

---

List the position titles.

Account Technician II Accountant Administrative Services Worker Trainee Office Assistant Office Associate Graphic Arts Designer Office Coordinator Pension & Death Benefit Technician I Pension & Death Benefit Technician I Public Service Administrator

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

1

---

List the position titles.

Office Coordinator

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 16 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 participates in all hiring areas.

---

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 priority. However, if no veterans appear on the blind eligibility list, minorities are selected who possess the required education for the position.

---

During FY 16, 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 completes and posts its annual Affirmative Action/EEO Plan on the agency intranet for viewing and referral to all 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.

---

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.

During FY16, agency staff responsible for the hiring, interviewing and recruitment and EEO attend monthly staff meetings in which this topic is 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 under utilizations in the EEO category.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

None. The agency was able to hire one Hispanic woman due to the collective bargaining agreement.

---

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 programs, and tuition reimbursement

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

2

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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

---

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

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## 2017 State Hispanic Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James Conway, Agency Dire

Submitted: 11/30/2016 2:29:48 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

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As of June 30, 2016, 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, 2016, 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, 2016, 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
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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

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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 16 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

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2016, 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, 2016?

0

---

How many Rutan panel interviews were conducted during FY 16?

0

---

For FY 16, 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 16.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many new employees were hired during FY 16? 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 16 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 16 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 16, 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 16 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: 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

---

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

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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?

No

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## 2017 State Hispanic Employment Plan Survey

Agency: Transportation

Director/Secretary: Randall S. Blankenhorn

Submitted: 12/7/2016 12:45:22 PM

Certification: I Agree

Individual Information: Carlos Ramirez, Chief, Bureau of Civil Rights, 69 West Washington, Suite 2100 Chicago, Illinois 60602, (312) 793-1443, Carlos.Ramirez@illinois.gov

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As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

33	Officials and Managers
80	Professionals
23	Technicians
0	Protective Service Workers
5	Para-Professionals
1	Office and Clerical
3	Skilled Craft Workers
78	Service-Maintenance

---

As of June 30, 2016, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

1,043	Officials and Managers
1,312	Professionals
536	Technicians
0	Protective Service Workers
135	Para-Professionals
40	Office and Clerical
70	Skilled Craft Workers
1,750	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

5,193

---

As of June 30, 2016, 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  
 129 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.

2016				2015	33
Officials/Managers		34		80	
Professionals		79	23		
Technicians		21	0		Protective Service
Workers	0 5				7
1	Office Clerical			1	3
Skilled Craft		2	78		Service
Maintenance		83			

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 16 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?

240

How many of those Human Resources staff are minorities?

52

As of June 30, 2016, 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.

TM IV TM VII

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

---

How many Rutan panel interviews were conducted during FY 16?

392

---

For FY 16, 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 16.

381

---

List the position titles.

Account Tech I Accountant Accountant Advanced Admin Assistant I Admin Assistant II Aircraft Pilot I Aircraft Technician I Automotive Mechanic Bridge Tender Cartographer III Chemist V Civil Engineer Trainee Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer V Civil Engineer VI Civil Engineer VII Deck Hand Electrical Engineer III Electrical Engineer IV Engineering Tech II Engineering Tech III Engineering Tech IV 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 Maint Lead/Lead Wkr Internal Auditor I Land Surveyor IV Office Assistant Office Associate Office Coordinator Office Specialist Operations Supervisor I Operations Supervisor II Photogrammetrist IV Realty Specialist III Realty Specialist V Reproduction Services Tech II Safety Responsibility Analyst Sign Hanger Sign Hanger Foreman Storekeeper I 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 V

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

17

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List the position titles.

Civil Engineer II Civil Engineer III Civil Engineer V Engineering Tech II Highway Maintainer Hwy Maint Lead/Lead Wkr Office Coordinator Technical Manager II Technical Manager III Technical Manager IV Technical Manager VIII

---

How many new employees were hired during FY 16? 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.

666

---

List the position titles.

ACCOUNT TECH I ACCOUNTANT ACCOUNTANT ADVANCED AUTOMOTIVE MECHANIC BRIDGE TENDER CIVIL ENGINEER I CIVIL ENGINEER II CIVIL ENGINEER III CIVIL ENGINEER IV CIVIL ENGINEER IX CIVIL ENGINEER TRAINEE CIVIL ENGINEER V CIVIL ENGINEER VI CIVIL ENGINEER VII CIVIL ENGINEER VIII DECK HAND ELECTRICAL ENGINEER III ENGINEERING TECH I ENGINEERING TECH II ENGINEERING TECH III ENGINEERING TECH IV ENGINEERING TECH V EXECUTIVE SECRETARY I EXECUTIVE SECRETARY II GEOLOGIST I HIGHWAY MAINTAINER HWY MAINT LEAD/LEAD WKR

LAND SURVEYOR II LAND SURVEYOR III LAND SURVEYOR IV MANAGEMENT TECH I  
OFFICE ASSOCIATE OFFICE COORDINATOR OFFICE SPECIALIST OPERATIONS COMM  
SPECIALIST II OPERATIONS SUPERVISOR I OPERATIONS SUPERVISOR II  
PHOTOGRAMMETRIST I PHOTOGRAMMETRIST III PHOTOGRAMMETRIST IV PUBLIC  
SERVICE ADMINISTRATOR REALTY SPECIALIST II REALTY SPECIALIST III REALTY  
SPECIALIST IV STOREKEEPER I TECHNICAL ADVISOR IV TECHNICAL ADVISOR V  
TECHNICAL MANAGER I TECHNICAL MANAGER II TECHNICAL MANAGER III TECHNICAL  
MANAGER IV TECHNICAL MANAGER IX TECHNICAL MANAGER V TECHNICAL MANAGER  
VI TECHNICAL MANAGER VII TECHNICAL MANAGER VIII TECHNICAL MANAGER X

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

41

---

List the position titles.

AUTOMOTIVE MECHANIC CIVIL ENGINEER II CIVIL ENGINEER III CIVIL ENGINEER  
TRAINEE CIVIL ENGINEER V CIVIL ENGINEER VI ENGINEERING TECH I ENGINEERING  
TECH II ENGINEERING TECH III HIGHWAY MAINTAINER HWY MAINT LEAD/LEAD WKR  
TECHNICAL ADVISOR V TECHNICAL MANAGER I TECHNICAL MANAGER II TECHNICAL  
MANAGER III TECHNICAL MANAGER IV TECHNICAL MANAGER IX TECHNICAL MANAGER  
VII

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

21

---

If your agency employed student workers/interns in FY 16 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?

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 16, 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.

Current working directives have been derived from the IDOT Departmental Vision Plan and Bureau of Personnel work objectives. Coordination efforts with mandates of the Hispanic Employment Plan will be determined.

---

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.

Both staff persons have gained skill in engaging a diverse student population through work experience at career fairs and professional meetings. Formal recruitment and diversity training is been identified to enhance and expand this skill set.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The Office engages in outreach and recruitment at fairs and professional meetings targeted specifically to Hispanic students and community at large. The Diversity and Recruitment Section focuses primarily on recruiting for CET and ET positions. Future plans include: 1) creating and growing new pipelines; 2) recruitment to fill other departmental needs created through retirement; 3) revitalizing the OOT program; 4) enhancing outreach efforts to Veterans; 5) increasing the number of Information sessions at Colleges and Universities with strong engineering programs during peak IDOT posting times. With the current transition of the Office into the Bureau of Personnel Management, outreach and hiring efforts to populations of color should be better coordinated. This transition includes the revision of diversity brochures and other media, and the evaluation of all programming and staff development with an eye toward introducing innovation and training where needed. Recruitment and retention of Hispanic employees has steadily increased since 2013: 2012-2013 +17 2013-2014 +2 2014-2015 +3

---

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

Name: Oversight being determined

Title: Oversight being determined

Is this person an Executive senior staff member?: Oversight being determined

---

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

Oversight being determined

---

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?

Compliance tasks being determined

---

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?

12

---

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

0

---

How many veterans were hired externally during the year?

93

---

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.

---

## 2017 State Hispanic Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Erica Jeffries

Submitted: 11/28/2016 2:28:54 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, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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, 2016, provide the number of funded positions within each of the following EEOC categories:

54	Officials and Managers
285	Professionals
154	Technicians
18	Protective Service Workers
482	Para-Professionals
47	Office and Clerical
24	Skilled Craft Workers
210	Service-Maintenance

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

1,274

---

As of June 30, 2016, provide the underutilization for Hispanics by category:

0	Officials and Managers
2	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
10	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 30th, 2016, IDVA employed a total of 1,247 of which 38 are Hispanic/Latino which is an increase from the last FY. We have continued to pursue the open competitive list for vacancies when possible and identified those qualified Hispanic applicants to invite for an interview.

---

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.

IDVA had an increase of 6 Hispanics, mostly in the Technician and Para-Professional EEOC categories. With continued awareness of the underutilization in this category, especially in the Kankakee County area in the Service-Maintenance job 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 16 and in what position titles.

IDVA continues to increase the number of Hispanics and Spanish-speaking bilingual staff by attending more recruiting events, conversing with our own Bilingual staff and getting recommendations from other agencies to include CMS as to what tactics to use to increase this number.

---

How many Human Resources staff are there in your agency?

19

---

How many of those Human Resources staff are minorities?

4

---

As of June 30, 2016, 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, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

200

---

For FY 16, 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 16.

174

---

List the position titles.

VNAC's, RN's, LPN's, VSO's, HR

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

3

---

List the position titles.

Unknown

---

How many new employees were hired during FY 16? 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.

156

---

List the position titles.

VNAC's, RN's I and II, VSO's, Office Associates

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

5

---

List the position titles.

VSO's, VNAC's

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

2

---

If your agency employed student workers/interns in FY 16 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 the open competitive hiring process by assisting the Human Resources Staff in notifying social and community organizations of vacancies and by reviewing the eligibility list, Hiring and Promotion Monitors to ensure that qualified minority applicants are invited to the 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 Office and HR ensure that we request the blind list from CMS and circle all of the qualified minorities to invite for interviews, especially those areas that are underutilized in specific minority categories.

---

During FY 16, 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.

IDVA administrative staff responsible for recruitment and the selection are mostly certified in the Rutan process. They're trained and mandated to follow all applicable State of Illinois Ethics Personnel Code Rules and Regulations as well as the procedures outlined in the Human Rights Act. These individuals keep their knowledge current by participating in CMS, DHR and agency conducted personnel meetings and training sessions. In addition, there are multiple people involved in each interview and hiring initiative which provides a check and balance as well as over site via management and the hiring and promotion monitors.

---

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.

IDVA has expanded our field service officers in recruitment of Hispanics by conversing with our EEO Office and our Bi-lingual staff members as to how to target the Hispanic population, especially during the job/career fairs within the communities. We also converse with our Hispanic employees to assist us in getting this population to become qualified and apply for the job vacancies that we're underutilized in.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO Officer attends all Hispanic Employment Plan Council meetings as the agency's Liaison. The EEO Officer and select HR Reps also attend a variety of different job and career fairs and the field service officers assist with recruitment as well.

---

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

Name: Israel Dominguez

Title: Veteran Service Officer

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 EEO Officer attends all Hispanic Employment Plan Council meetings as the agency's Liaison. The EEO Officer and select HR Reps also attend a variety of different job and career fairs and the field service officers assist with recruitment as well.

---

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.

IAW 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 developments. In addition, AFSCME-represented employees and in some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program. IDVA may also allow its 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?

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?

25

---

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?

yes

---

## 2017 State Hispanic Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: Joann Fratianni

Submitted: 12/7/2016 1:10:05 PM

Certification: I Agree

Individual Information: John Lagattuta, HR/Labor Relations Director, 100 W. Randolph St., 8th Floor, Chicago, IL, 312-814-6625, john.lagattuta@illinois.gov

---

As of June 30, 2016, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2016, 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
2	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2016, provide the total number of agency employees; include full-time, part-time and leave of absence:

As of June 30, 2016, 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 HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of 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.

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 16 and in what position titles.

The Commission is not underutilized in this category.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2016, 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 1 PSA 1

---

How many Hispanic Rutan certified interviewers were in your agency as of June 30, 2016?

1

---

How many Rutan panel interviews were conducted during FY 16?

19

---



For FY 16, 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 16.

16

---

List the position titles.

Technical Advisor 3 SPSA 8L Office Coordinator 2 Office Clerk SPSA 1 Arbitrator  
Commissioner Technical Advisor 2 Executive 1

---

How many of the employees who vacated your agency during FY 16 were Hispanic?

2

---

List the position titles.

Technical Advisor 3 Office Coordinator

---

How many new employees were hired during FY 16? 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.

14

---

List the position titles.

Technical Advisor 3 SPSA 8L Office Coordinator 2 Office Clerk SPSA 1 Arbitrator  
Commissioner Technical Advisor 2

---

How many new employees (as defined Question 22) hired in FY 16 were Hispanic?

0

---

List the position titles.

DNA

---

How many student workers/interns did your agency hire in FY 16? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 16 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?

The positions hired during the open and competitive hiring process are covered by Rutan. Therefore, there is nothing that the EEO Office can do legally to ensure that there is minority hiring.

---

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

The Commission is bound by and follows the Rutan hiring process required by law.

---

During FY 16, 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 HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of 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.

The HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of hiring.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 16 including employment strategies (Examples: recruitment, internships, community linkages):

The HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of hiring.

---

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

Name: No

Title: DNA

Is this person an Executive senior staff member?: DNA

---

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

DNA

---

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 Act does not apply to this agency.

---

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 HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of hiring.

---

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?

10

---

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

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# 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, 2015 – June 30, 2016**



**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, 2016**

**Michael M. Hoffman**  
Acting Director

**CMS** ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

### FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name  Agencies that reported no bilingual staff for FY16 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	2,211	10%	90%	0%	0%	75%	Yes
Agriculture	50	50%	25%	25%	0%	25%	No
Arts Council	3	100%	0%	0%	0%	1%	No
Capital Development Board	0	100%	0%	0%	0%	0%	No
Central Management Services	875	57%	29%	14%	0%	51%	No
Children and Family Services	2,538	0%	0%	0%	100%	100%	Yes
Civil Service Commission	0	0%	0%	0%	100%	0%	No
Commerce and Economic Opportunity	885	43%	33%	10%	14%	52%	No
Corrections	6,184	35%	30%	20%	15%	35%	Yes
Criminal Justice Information Authority	0	100%	0%	0%	0%	0%	No
Deaf and Hard of Hearing Commission	0	0%	0%	0%	100%	0%	No
Developmental Disabilities Council	2	100%	0%	0%	0%	0%	Yes
Emergency Management Agency	0	100%	0%	0%	0%	0%	No
Employment Security	17,584	67%	32%	1%	0%	100%	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%	5%	0%	30%	Yes
Gaming Board	88	70%	28%	2%	0%	24%	No
Guardianship and Advocacy Commission	125	30%	60%	10%	0%	90%	No
Healthcare and Family Services	96,556	51%	34%	10%	5%	46%	Yes
Historic Preservation	95	99%	1%	0%	0%	1%	No
Human Rights Commission	3	90%	10%	0%	0%	10%	No
Human Rights Department	2,518	65%	20%	7%	8%	15%	Yes
Human Services	202,840	49%	32%	16%	3%	31%	Yes
Illinois Commerce Commission	608	50%	50%	0%	0%	100%	No
Insurance	1,486	80%	20%	0%	0%	0%	No
Investment Board	0	100%	0%	0%	0%	0%	No
Juvenile Justice	1,176	0%	80%	20%	0%	80%	No
Labor Department	4,091	75%	25%	0%	0%	45%	No
Labor Relations Board	20	100%	0%	0%	0%	0%	No
Labor Relations Board - Educational	3	100%	0%	0%	0%	0%	No
Law Enforcement Training and Standards Board	0	100%	0%	0%	0%	0%	No
Lottery	9,256	53%	41%	6%	0%	14%	No
Military Affairs	0	0%	0%	0%	100%	0%	No
Natural Resources	200	80%	15%	5%	0%	5%	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	300	90%	10%	0%	0%	0%	No
Property Tax Appeal Board	0	0%	0%	0%	100%	0%	No
Public Health	4,088	85%	13%	1%	1%	67%	Yes
Racing Board	0	100%	0%	0%	0%	0%	No
Revenue	8,267	90%	10%	0%	0%	100%	Yes
State Fire Marshal	46	90%	10%	0%	0%	0%	No
State Police	58	90%	10%	0%	0%	0%	Yes
State Police Merit Board	0	100%	0%	0%	0%	0%	No



### FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <small>Agencies that reported no bilingual staff for FY16 are shaded in grey.</small>	Number of instances for which bilingual skills were required <small>**</small>	TIME COMMITMENT				How much of the assistance was in-depth?	Did agency use Master Contract? <small>***</small>
		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%	No
Tax Tribunal	0	100%	0%	0%	0%	0%	No
Transportation	50	95%	5%	0%	0%	0%	No
Veterans Affairs	350	25%	75%	0%	0%	15%	No
Workers Compensation Commission	2,500	90%	9%	1%	0%	50%	No
<b>Statewide Totals:</b>	<b>366,943</b>						<b>Yes: 12 No: 38</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 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY16 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 16	Employees that used bilingual skills in FY16	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	8	8	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	80%	15%	5%	0%	Yes	No
Children and Family Services	167	167	100%	0%	0%	0%	No	Yes
Civil Service Commission	0	0	0%	0%	0%	100%	No	No
Commerce and Economic Opportunity	7	7	26%	35%	16%	23%	No	No
Corrections	26	26	55%	35%	5%	5%	Yes	No
Criminal Justice Information Authority	0	0	0%	0%	0%	100%	No	No
Deaf and Hard of Hearing Commission	5	5	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	134	134	98%	0%	2%	0%	Yes	Yes
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	50%	40%	10%	0%	No	No
Gaming Board	1	1	0%	100%	0%	0%	Yes	No
Guardianship and Advocacy Commission	6	6	30%	50%	20%	0%	No	No
Healthcare and Family Services	95	87	67%	24%	8%	1%	No	Yes
Historic Preservation	1	1	0%	100%	0%	0%	No	No
Human Rights Commission	2	2	40%	20%	20%	20%	No	No
Human Rights Department	30	30	54%	32%	7%	7%	No	No
Human Services	1,226	1,226	48%	19%	30%	3%	Yes	Yes
Illinois Commerce Commission	3	3	100%	0%	0%	0%	No	No
Insurance	3	3	75%	25%	0%	0%	No	No
Investment Board	0	0	0%	0%	0%	100%	No	No
Juvenile Justice	5	5	100%	0%	0%	0%	Yes	No
Labor Department	13	13	92%	8%	0%	0%	Yes	No
Labor Relations Board	0	0	0%	0%	0%	100%	No	No
Labor Relations Board - Educational	0	0	0%	0%	0%	100%	Yes	No
Law Enforcement Training and Standards Board	0	0	0%	0%	0%	100%	No	No
Lottery	3	3	66%	34%	0%	0%	No	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	0%	50%	50%	0%	No	No
Property Tax Appeal Board	0	0	0%	0%	0%	100%	No	No
Public Health	22	22	86%	9%	5%	0%	No	No
Racing Board	0	0	0%	0%	0%	100%	Yes	No
Revenue	18	18	25%	34%	33%	8%	Yes	Yes
State Fire Marshal	2	2	0%	0%	50%	50%	No	No
State Police	0	0	0%	0%	0%	100%	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
Tax Tribunal	0	0	0%	0%	0%	100%	No	No

# FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY16 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 16	Employees that used bilingual skills in FY16	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		
Transportation	12	10	0%	0%	0%	100%	No	No
Veterans Affairs	1	1	100%	0%	0%	0%	Yes	No
Workers Compensation Commission	3	3	66%	34%	0%	0%	No	No
	<b>1,820</b>	<b>1,810</b>					<b>Yes: 14</b> <b>No: 36</b>	<b>Yes: 5</b> <b>No: 45</b>

# FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY16 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	8	2	0	4	2	3	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	0	0	0	0	0	0	0
Children and Family Services	167	42	0	61	32	37	0	12
Civil Service Commission	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	7	10	0	0	0	0	0	0
Corrections	26	4	0	8	3	3	0	11
Criminal Justice Information Authority	0	0	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	5	3	0	0	0	2	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	84	59	0	20	22	15	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	10	17	0	1	1	1	0	0
Gaming Board	1	0	0	0	0	0	0	1
Guardianship and Advocacy Commission	6	6	0	0	0	0	0	0
Healthcare and Family Services	96	101	0	18	12	17	2	6
Historic Preservation	1	0	0	0	0	0	0	0
Human Rights Commission	0	1	0	1	0	0	0	0
Human Rights Department	30	12	0	2	2	2	0	0
Human Services	1,220	771	3	129	118	265	2	8
Illinois Commerce Commission	1	0	2	0	0	0	0	0
Insurance	5	3	0	0	0	1	1	1
Investment Board	0	0	0	0	0	0	0	0
Juvenile Justice	5	0	0	1	0	0	0	0
Labor Department	12	5	0	3	2	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	0	0	0	0	0
Military Affairs	0	0	0	0	0	0	0	0
Natural Resources	0	3	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	0	0	0	0	0	1	1	1
Property Tax Appeal Board	0	0	0	0	0	0	0	0
Public Health	19	24	2	14	11	18	4	2
Racing Board	0	0	0	0	0	0	0	0
Revenue	17	74	0	7	3	0	1	3
State Fire Marshal	2	4	0	0	0	0	0	0
State Police	0	4	0	0	0	1	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	2	0	0	0	1	0
Veterans Affairs	0	1	0	1	1	1	0	0
Workers Compensation Commission	3	5	0	1	0	0	0	0
<b>Statewide Totals:</b>	<b>1,741</b>	<b>1,164</b>	<b>9</b>	<b>271</b>	<b>209</b>	<b>369</b>	<b>12</b>	<b>45</b>

# FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY16 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	8	0	0	0
Agriculture	1	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services	0	0	0	0
Children and Family Services	158	9	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity	5	2	0	0
Corrections	20	6	2	0
Criminal Justice Information Authority	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	5	0
Developmental Disabilities Council	0	0	0	0
Emergency Management Agency	0	0	0	0
Employment Security	120	13	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	1	0	0	0
Guardianship and Advocacy Commission	4	2	0	0
Healthcare and Family Services	83	13	0	0
Historic Preservation	1	0	0	0
Human Rights Commission	3	0	3	0
Human Rights Department	21	9	0	0
Human Services	734	118	361	13
Illinois Commerce Commission	3	0	0	0
Insurance	2	1	0	0
Investment Board	0	0	0	0
Juvenile Justice	0	0	0	0
Labor Department	11	2	0	0
Labor Relations Board	0	0	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	2	0	0	0
Office of Executive Inspector General	1	0	0	0
Pollution Control Board	0	0	0	0
Prisoner Review Board	2	0	2	0
Property Tax Appeal Board	0	0	0	0
Public Health	20	2	0	0
Racing Board	0	0	0	0
Revenue	14	4	0	0
State Fire Marshal	2	0	0	0
State Police	0	0	0	0
State Police Merit Board	0	0	0	0
State Retirement Systems	0	0	0	0
Tax Tribunal	0	0	0	0

# FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY16 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
Transportation	12	0	0	0
Veterans Affairs	1	0	0	0
Workers Compensation Commission	3	0	0	0
<b>Statewide Totals:</b>	<b>1,249</b>	<b>181</b>	<b>375</b>	<b>13</b>

## FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
Aging	The Department monitors calls on an ongoing basis to evaluate the need to hire more staff that speak additional languages such as Polish or Chinese.
Agriculture	The Chicago area consists of predominantly Hispanic speaking state licensed and inspected meat and poultry establishments. Based on the number of plants requiring Hispanic speaking inspectors, the Agency strives to maintain at least one Hispanic speaking Meat and Poultry Inspector.
Arts Council	Judgment is made by the Agency based on the number of grant applications and technical assistance, emails and phone inquiries received each year. The Illinois Arts Council Agency is a very small agency and has utilized the language translations on several occasions.
Central Management Services	From surveys such as this and the recommendations of personnel in certain key positions.
Children and Family Services	The number of cases and investigations in addition to the number of calls coming into the Hotline indicating language assistance.
Commerce and Economic Opportunity	Determinations are assessed by management based on clients/customers served.
Corrections	Based on inmate (LEP) population and their visiting families.
Criminal Justice Information Authority	N/A
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.
Financial and Professional Regulation	Determination is made by the number of complaints & inquiries received by the Department that require translation. In addition, the number of licensees/applicants who require translators during the examination and investigation process.
Gaming Board	The IGB examines the data collected every year for this report, and makes a determination whether or not the statistics warrant the need for a bilingual position.
Guardianship and Advocacy Commission	The number of positions needed are determined based on client needs and requirements are determined by way of the client intake process.
Healthcare and Family Services	In general, the numbers are generated by customer/client makeup of the geographic region and population demand.
Historic Preservation	None
Human Rights Commission	None
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 options 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 Commerce Commission	In determining the number of positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish.
Insurance	Reviewed by Senior Management
Juvenile Justice	Bilingual needs vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual needs on an intermittent basis. Also, time logs were kept to determine if bilingual skills were used for at least 10 % of an employees day.
Labor Department	na
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff.
Law Enforcement Training and Standards Board	NA
Lottery	Office Managers determine the operational need and inform Executive Staff.
Natural Resources	Feedback from Managers, and employees.
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in position descriptions. However, we do provide our Spanish-speaking clients with translation services.

## FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
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.
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 constituents.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual staff is necessary.
Revenue	Telephone bilingual use tracking software, client interaction tracking software, employee client interaction database review, direct employee input, direct supervisor input, continual review by Bilingual needs committee.
State Fire Marshal	
State Police	The agency relies on personnel in the field to request the need for bilingual skills.
Transportation	Operational entities notify the central office of need based on work unit functions and public interaction needs. The central office reviews the need and works with entities 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	The Commission relies on the the # of clients needing bilingual services to determine the number of employees needed to handle the clients.



## FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions 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.
Agriculture	It would be based on the number of Hispanic speaking state licensed and inspected meat and poultry establishments.
Arts Council	Currently, the Agency has 8 employees and one position has the Spanish language option.
Central Management Services	From surveys such as this and the recommendations of personnel in certain key positions.
Children and Family Services	The Council of Accreditation and the B. H. Consent, require a 25 cases to 1 caseworker ration and 12 investigator for 9 month period with the remaining 3 months at 15 investigations per investigator ratio. The Burgos Consent Decree require that bilingual caseload ratio are not to be higher than English speaking caseworkers and investigators.
Commerce and Economic Opportunity	Same as 14a, determinations are assessed by management based on clients/customers served.
Corrections	Based on inmate (LEP) population and their visiting families.
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	If we do provide services to spanish speaking individuals, we hire interpreters with spanish speaking sign language skills and 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..
Financial and Professional Regulation	See question No. 14a above.
Gaming Board	The IGB recently created a Spanish speaking position (Office Coordinator) due to the reported instances of this particular employee being asked to interpret for Spanish speaking clients.
Guardianship and Advocacy Commission	The number of positions needed are determined based on client needs and requirements are determined by way of the client intake process.
Healthcare and Family Services	Mostly based on customer/client makeup and population demand of the specific area being serviced.
Historic Preservation	None
Human Rights Commission	None
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 options 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 emails received from Spanish Speaking customers; from management observation based on frequency of need for interpreters; review of under served areas; customer/community/student needs; census data; annual survey of patient needs.
Illinois Commerce Commission	Call center software. In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2016, 799 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 608 of these requests, for a 23.9% failure rate. There are daily unavoidable gaps in phone coverage due to our staffing level. We have determined that we need an additional Spanish speaking counselor.
Insurance	Reviewed by Senior Management
Juvenile Justice	Youth (LEP) population.
Labor Department	na
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff.
Law Enforcement Training and Standards Board	NA
Lottery	Office Managers determine the operational need and inform Executive Staff.
Natural Resources	Feedback from Managers, and employees.
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in position 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.

## FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
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 constituents.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual staff is necessary.
Revenue	Telephone bilingual use tracking software, client interaction tracking software, employee client interaction database review, direct employee input, direct supervisor input, continual review by Bilingual needs committee.
State Fire Marshal	
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' Affairs Service Officer's positions since they're in direct contact of the public on a daily basis to include Veterans and their families. Their needs are tracked and managed through CyberVet.
Workers Compensation Commission	The Commission assesses its needs based on the ability of the bilingual employees to handle the bilingual traffic that comes through the door.

## FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with no bilingual staff:</b> How does the agency determine that it does not require any bilingual staff?
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	Our primary clientele consists of State of Illinois employees, none of whom require any language assistance to date.
Developmental Disabilities Council	The Council does not provide direct services, and therefore has experienced no need for bilingual employees.
Emergency Management Agency	N/A
Executive Ethics Commission	The EEC does not deal directly with the general public or have clients and therefore does not provide assistance with clients who are at a communicative disadvantage in an English –speaking environment.
Investment Board	ISBI has very limited contact with the general public. In most cases any inquiries are referred to the Retirement Systems in Springfield or CMS Deferred comp.
Labor Relations Board	By the amount of phone calls that are received asking for non English assistance.
Military Affairs	If the Agency was to have bilingual needs, we would utilize Federal personnel, Military Personnel, or personnel from another agency.
Pollution Control Board	Review of logs.
Property Tax Appeal Board	Based upon the requests received, of which there were no this fiscal year.
State Police Merit Board	We have never in the past had a situation that required a bilingual interpreter. If this ever took place we would take the necessary steps to hire staff to fulfill this need.
State Retirement Systems	There has been no requests for bilingual assistance in the last fiscal year. If there are any in the future and depending on the number of those requests, the agency would certainly consider hiring and/or paying bilingual pay to current employees.
Tax Tribunal	Review of past activity and discussion by Agency staff of an anticipated need.

## FY 2016 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	The IACA does not track translation inquiries. However, if a constituent emails a staff member; emails are kept.
Capital Development Board	NA
Central Management Services	Case notes, call logs, monthly tally sheets and case notes placed in files.
Children and Family Services	Calls to the Interpreter Line, tracked by CMS and paid for by DCFS Department of Budget and Finance
Civil Service Commission	0
Commerce and Economic Opportunity	Case management software, calendar notations, phone log, notes, event attendance.
Corrections	Facility call logs and case management software.
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	Staff notify the agency telecommunications coordinator whenever phone interpreter/translator's are used. The accountant maintains records of when in person translator/interpreters are used.
Emergency Management Agency	Master contract usage
Employment Security	Propio Interpreter Phone Service Detailed Reports, IBIS Internet Claims, Illinois JobLink System (Employment Service Tool), Ad-Hoc LEP Claims Report.
Environmental Protection Agency	AVAYA reporting for contact center software
Executive Ethics Commission	N/A
Financial and Professional Regulation	The above is a weekly face to face and telephone estimate. IDFPF does not track daily interactions with the public
Gaming Board	This data is collected by conducting a survey via e-mail
Guardianship and Advocacy Commission	case management software
Healthcare and Family Services	These are tracked via survey completed by employees receiving bilingual pay
Historic Preservation	They are not currently tracked
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 including Excel & Access logs/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 Commerce Commission	Call center software- Spanish callers are tracked in queues that go only to Spanish speaking counselors.
Insurance	Calls are tracked through the VIOP Phone System, including SS calls. Some calls are logged onto call sheets; Walk-ins are logged on sheets
Investment Board	N/A
Juvenile Justice	Facility call logs and case management software.
Labor Department	above # is number of minutes translation services provided - I do not have the number of instances in which interpretation/translation services were needed.
Labor Relations Board	0
Labor Relations Board - Educational	Call log
Law Enforcement Training and Standards Board	NA
Lottery	The interactions are not tracked by the three employee in the SS Option.
Military Affairs	No instances to track.
Natural Resources	The Department is currently tracking through call logs, and online request for various permits.
Office of Executive Inspector General	The number is derived from tallies of phone contacts and interviews with state employees and others who requested translation services.
Pollution Control Board	Logged by the Clerk's Office
Prisoner Review Board	n/a
Property Tax Appeal Board	N/A
Public Health	Interactions are tracked through software, call logs and calendars.
Racing Board	Staff does not track.

### FY 2016 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.
Revenue	Call log, case management software (CRM),and Walk-in Documentation System (WDS).
State Fire Marshal	Other.
State Police	Estimated
State Police Merit Board	We track callers that need assistance through a spreadsheet, we services a very small pool of people via phone calls. Most information is done through email and we have never had a need for an interpreter.
State Retirement Systems	NA
Tax Tribunal	Docket System
Transportation	Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language translations. Not interviews required this in FY'16
Veterans Affairs	None
Workers Compensation Commission	Call logs and walk in logs.

## FY 2016 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 Polish
Agriculture	N/A
Arts Council	0
Capital Development Board	NA
Central Management Services	N/A
Children and Family Services	2538. There are 60 source languages all together with Spanish being most in demand followed by Polish, Arabic, Hindi, Mandarin, Russian and Vietnamese
Civil Service Commission	NA
Commerce and Economic Opportunity	N/A
Corrections	513
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	2
Emergency Management Agency	N/A
Employment Security	12,692. The top 10 languages were Spanish, Polish, Cantonese, Arabic, French, Hindi, Vietnamese, Mandarin, Korean & Russian. Others, like Bosnian, Gujarati, Tagalog & Ukrainian were also used.
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	A disciplinary hearing was translated using Sign language.
Gaming Board	N/A
Guardianship and Advocacy Commission	N/A
Healthcare and Family Services	12506
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	The CMS summary indicated that the Department used the service 22 times for a total of 2760 minutes. The primary source language was Spanish but there was one instance where Malayalam (an East Indian language) was also required.
Human Services	Albanian-27; Amharic-2; Arabic-439; Armenian-3; Assyrian-23; Bengali-1; Bosnian-45; Bulgarian-25; Burmese-40; Cambodian-10; Cantonese-68; Chin-3; Chinese-1; Chinese Mandarin-4; Croatian-1; Dari-2; Farsi-32; Farsi-Iranian/Persian-1; Filipino-9; French-283; Fulani-1; Greek-15; Gujarati-77; Haitian Creole-4; Hindi-59; Italian-7; Karen-32; Karenni-6; Kinyarwanda-2; Kirundi-6; Korean-95; Lao-18; Laotian-4; Lingala-2; Lithuanian-9; Malayalam-6; Mandarin-100; Mongolian-24; Nepali-38; Nuer-1; Oromo-5; Persian-5; Polish-293; Portugese-12; Punjabi-6; Romanian-12; Russian-169; Serbian-14; Serbo-Croatian-6; Slovak-6; Somali-24; Spanish-2910; Swahili-31; Tagalog-26; Thai-6; Tigrinya-4; Turkish-5; Ukrainian-35; Urdu-57; Uzbek-1; Vietnamese-72; Yoruba-2
Illinois Commerce Commission	N/A
Insurance	N/A
Investment Board	N/A
Juvenile Justice	NA
Labor Department	na
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	N/A
Public Health	Total # of Instances = 103 6 Amharic; 2 Arabic; 1 Cantonese; 1 Karen; 1 Polish; 1 Portuguese; 3 Russian; 86 Spanish; 2 Vietnamese
Racing Board	N/A

# FY 2016 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).
Revenue	8267 instances. Albanian, Arabic, Bulgarian, Cantonese, Mandarin, Filipino, French, Gujarati, Hindi, Korean, Polish, Romanian, Russian, Croatian, Spanish, Swahili, Uzbek, Vietnamese
State Fire Marshal	N/A
State Police	Amharic 1 Arabic 2 Bosnia 1 Cantonese 1 Chinese Mandar 1 Farsi 1 French 1 Italian 1 Japanese 1 Korean 2 Kurdish 1 Mandarin 2 Mongolian 1 Polish 2 Spanish 39 Vietnamese 1
State Police Merit Board	n/a
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	N/A
Veterans Affairs	N/A
Workers Compensation Commission	DNA

## FY 2016 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	The Agency utilizes sign language interpreters for the Illinois and DuQuoin State Fairs.
Arts Council	0
Capital Development Board	NA
Central Management Services	N/A
Children and Family Services	2538 language interpretation request , for Spanish, Arabic, Polish, Hindi, Vietnamese, Russian, Mandarin and in total 60 different languages. Private agencies and DCFS offices have their own bilingual staff mostly Spanish Speaking as it is the language that is most in demand and in compliance with the Burgos Consent Decree. DHS Immigrant Resources Guide is also used to access interpreter services.
Civil Service Commission	NA
Commerce and Economic Opportunity	No known services utilized.
Corrections	Google Translate & IDOC staff, number unknown.
Criminal Justice Information Authority	None of these services were required.
Deaf and Hard of Hearing Commission	Sign Language Interpreters are hired for staff/Commissioners for trainings/presentations and BEI Raters for evaluation of tests. SBSA and BOA's are utilized to secure Sign Language Interpreters. Licensed qualified Interpreters are not found on Master Contract.
Developmental Disabilities Council	0
Emergency Management Agency	N/A
Employment Security	Interpreters from IL Deaf & Hard of Hearing Commission were utilized several times during the FY for sign language interpreter services. Also used were Chicago Area Interpreter Services & Deaf Communication by Innovation.
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	No other interpreter services were utilized.
Gaming Board	No resources were utilized during this reporting period.
Guardianship and Advocacy Commission	1 instance of IL Relay Center for the Hearing Impaired 1-800-526-0857 number was provided to LAS to assist client
Healthcare and Family Services	NA
Historic Preservation	N/A
Human Rights Commission	n/a
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 utilized its bilingual staff who receive the bilingual option. Lastly, the Department also utilized sign language interpreters (two incidences for a total of 240 minutes).
Human Services	Current DHS bilingual employees; Polish Interpreters; Hispanic/Latino hotline; Spoken Language Interpreter Network; Center for Sight & Hearing; Change & Innovation; Chicago Hearing Society; Deaf Communication by Innovation; Language Access Metro Project; Multilingual Connections LLC; Computer Aided Real-Time Services
Illinois Commerce Commission	None
Insurance	N/A
Investment Board	None
Juvenile Justice	NA
Labor Department	Bulgarian, Chinese mandarin, Gujarati, Korean, Mandarin, Mongolian, Polish, Russian, Spanish, Turkish, Ukrainian, and Vietnamese
Labor Relations Board	We transfers our calls to the Dept. of Labor who has a Spanish speaking employee.
Labor Relations Board - Educational	agency employee
Law Enforcement Training and Standards Board	NA
Lottery	NA
Military Affairs	None
Natural Resources	N/A
Office of Executive Inspector General	The OEIG utilized a sign language interpreter on one occasion to assist with an interview



### FY 2016 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.
Pollution Control Board	None
Prisoner Review Board	n/a
Property Tax Appeal Board	N/A
Public Health	n/a
Racing Board	N/A
Revenue	Federal DEA and FBI translator, 2 usages, languages not covered by Propio and part of an active case.
State Fire Marshal	N/A
State Police	State Police Officers
State Police Merit Board	none
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	N/A
Veterans Affairs	N/A
Workers Compensation Commission	None

## FY 2016 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	0	No	No	No	No
Central Management Services	8	Yes	Yes	No	No
Children and Family Services	27	No	Yes	Yes	Yes
Civil Service Commission		No	No	No	No
Commerce and Economic Opportunity		No	No	No	No
Corrections	0	No	No	No	No
Criminal Justice Information Authority		No	No	No	No
Deaf and Hard of Hearing Commission	5	No	No	No	Yes
Developmental Disabilities Council	0	No	Yes	No	Yes
Emergency Management Agency		No	No	No	No
Employment Security		Yes	Yes	No	Yes
Environmental Protection Agency	3	No	No	No	No
Executive Ethics Commission		No	No	No	No
Financial and Professional Regulation		No	No	No	No
Gaming Board	0	No	No	No	No
Guardianship and Advocacy Commission	6	Yes	Yes	Yes	No
Healthcare and Family Services		No	No	No	No
Historic Preservation		No	No	No	No
Human Rights Commission		No	No	No	No
Human Rights Department	42	No	No	No	No
Human Services		Yes	Yes	Yes	Yes
Illinois Commerce Commission	0	No	No	No	No
Insurance		No	No	No	No
Investment Board		No	No	No	No
Juvenile Justice	0	No	No	Yes	No
Labor Department		No	No	No	No
Labor Relations Board		No	No	No	No
Labor Relations Board - Educational	0	No	Yes	No	No
Law Enforcement Training and Standards Board	0	No	No	No	No
Lottery	0	No	No	No	No
Military Affairs		No	No	No	No
Natural Resources		No	No	No	No
Office of Executive Inspector General		No	No	No	No
Pollution Control Board		No	No	No	No
Prisoner Review Board		No	No	No	No
Property Tax Appeal Board	0	No	No	No	No
Public Health	45	No	No	No	No
Racing Board		No	No	No	No
Revenue		Yes	Yes	No	Yes
State Fire Marshal		No	No	No	No
State Police		No	No	No	No
State Police Merit Board	0	No	No	No	No
State Retirement Systems		No	No	No	No
Tax Tribunal	0	No	No	No	No
Transportation		No	No	No	No

### FY 2016 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?
Veterans Affairs		Yes	No	No	No
Workers Compensation Commission	0	No	No	No	Yes

## FY 2016 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	NA	NA
Central Management Services	Carlos Charneco, Senior Public Service Administrator, Interpret Spanish Eugene Reyes, Human Resources Associate, Interpret Spanish Pedro Pineda, Human Resources Representative, Interpret Spanish Maria Solórzano, Office Associate, Interpret Spanish	N/A
Children and Family Services	There is no employees that did not receive bilingual pay	8 Employees - Office Associate, Child Welfare Specialist, Child Welfare Advance Specialist, 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	10- Correctional Officers- Spanish 1- Correctional Officer-Polish 3- Correctional Residence Counselors- Spanish 2- Office Assistants-Spanish 1- Center Supervisor-Spanish 1-Executive Assistant 3-Spanish 1- Assistant Warden-Spanish	N/A
Criminal Justice Information Authority	N/A	N/A
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	NA	NA
Emergency Management Agency	N/A	N/A
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.	Cruz, Johnny- ESPR, 4 months, Spanish Espino, Rosaura- PSA, 2.5 days, Spanish Purdy, Asta- PSA, 2 days, Polish Szaflarska, Monika- Adm. Asst. 2, 3.75 hours, Polish Voityna, Liubov- PSA, 2.5 days, Polish Volkhovsky, Stanislav- Exec. 1, 3.75 hours, Russian
Environmental Protection Agency	5 Employees: 4 Environmental Protection Engineers, 1 Environmental Protection Specialist. All 5 employees used Spanish.	N/A
Executive Ethics Commission	N/A	N/A
Financial and Professional Regulation	N/A	N/A
Gaming Board	Bernardo Guillen, Gaming Special Agent, Spanish Eva Hamala, Gaming Special Agent, Spanish Sandra Flores Soto, Gaming Special Agent, Spanish	N/A
Guardianship and Advocacy Commission	N/A	N/A
Healthcare and Family Services	NA	2 employees 1 Executive II (Spanish speaking) 12/2/15 - current 1 Child Support Specialist II (Spanish speaking) 3/9/16 - 7/29/16
Historic Preservation	N/A	N/A
Human Rights Commission	n/a	n/a
Human Rights Department	N/A	N/A

## FY 2016 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.
Human Services	Not sure the exact total in an agency this large with over 196 work locations, but the following list are examples of situations that usually occur at the 24/7 Mental Health Hospitals/Developmental Centers with new admissions and are isolated and limited in number of occurrences. Mental Health Technicians - Spanish Physician - Spanish Residential Services Supervisors - Spanish Social Workers - Spanish Public Service Administrators - Manual Communication Mental Health Technicians - Manual Communication Psychiatrist - Spanish Medical Director - Spanish Managed Care Coordinator - Polish Nurse Educator - Spanish Speech Therapist - Manual Communication	The current Payroll system was not able to capture this data. Human Resources is working on a new database that hopefully will help capture this data for future reporting. Common titles; however, requesting temporary assignment pay are; Office Coordinators Human Services Caseworkers Public Aid Eligibility Assistants Human Service Casework Managers Public Aid Quality Control Reviewers Office Clerks Switchboard Operators All above titles are commonly used for Spanish Speaking skills and are utilized on an as-needed basis usually ranging from 1/2 day to a couple of months - all depending on staffing and client needs at the time.
Illinois Commerce Commission	0	0
Insurance	N/A	N/A
Investment Board	None	None
Juvenile Justice	5 Juvenile Justice Specialists-provide Spanish translation, written and oral. 1 Administrative Assistant- provides Spanish translation, written and oral.	NA
Labor Department	Director - Spanish Assistant Director - Mandarin Private Secretary II - Spanish	na
Labor Relations Board	N/A	N/A
Labor Relations Board - Educational	1, Executive Director, Spanish	n/a
Law Enforcement Training and Standards Board	NA	NA
Lottery	0	0
Military Affairs	N/A	N/A
Natural Resources	N/A	N/A
Office of Executive Inspector General	One Executive Assistant provides Spanish translation services.	N/A
Pollution Control Board	N/A	N/A
Prisoner Review Board	n/a	n/a
Property Tax Appeal Board	N/A	N/A
Public Health	n/a	n/a
Racing Board	Four employees speak with licensees: however, it is not clear that these interactions are necessary to service the licensees.	N/A
Revenue	Luis Rodriguez, Revenue Tax Specialist 3, Spanish	Emmanuel Raguay, Revenue Tax Specialist 1, Spanish
State Fire Marshal	N/A	N/A
State Police	NA	NA
State Police Merit Board	n/a	n/a
State Retirement Systems	NA	NA
Tax Tribunal	N/A	N/A
Transportation	N/A	N/A
Veterans Affairs	5-Spanish, Portugese, Albanian All of these employees are in Veterans' Assistance Officer positions	N/A
Workers Compensation Commission	0	0

## FY 2016 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	NA
Central Management Services	N/A
Children and Family Services	Not applicable
Civil Service Commission	NA
Commerce and Economic Opportunity	N/A
Corrections	N/A
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	NA
Emergency Management Agency	N/A
Employment Security	N/A
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	N/A
Gaming Board	N/A
Guardianship and Advocacy Commission	N/A
Healthcare and Family Services	Request by the hiring area
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	N/A
Human Services	Employee was no longer utilizing bilingual skills with at least 10% of the time in that position.
Illinois Commerce Commission	N/A
Insurance	The additional identical on the position was changed to include more that one incumbent.
Investment Board	N/A
Juvenile Justice	NA
Labor Department	na
Labor Relations Board	0
Labor Relations Board - Educational	n/a
Law Enforcement Training and Standards Board	NO
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	The employee promoted to another position within the agency and the agency revised the new position to be a bilingual position.
Property Tax Appeal Board	N/A
Public Health	Skill no longer required to serve area.
Racing Board	N/A
Revenue	Per the Legal General Counsel, no longer needed in that area.
State Fire Marshal	N/A
State Police	NA
State Police Merit Board	0
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	No proven need for the language skill requirement as it was never utilized in the position.
Veterans Affairs	N/A
Workers Compensation Commission	0

# FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name  <i>Agencies that reported no bilingual staff for FY16 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	5	0	0	0	0	0	3	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	151	5	3	1	0	0	7	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	9	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	5	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	119	6	4	0	3	1	0	0	0	1
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	1	0	0	0	0	0	0	0	0	0
Guardianship and Advocacy Commission	5	0	1	0	0	0	1	0	0	0
Healthcare and Family Services	103	5	5	0	3	2	51	0	0	0
Historic Preservation	0	0	0	0	0	0	1	0	0	0
Human Rights Commission	1	0	0	0	0	0	0	0	0	0
Human Rights Department	30	0	0	0	0	0	0	0	0	0
Human Services	809	21	175	1	11	6	194	5	2	2
Illinois Commerce Commission	3	0	0	0	0	0	0	0	0	0
Insurance	2	0	0	0	0	0	1	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	9	0	0	0	0	0	13	0	0	0
Racing Board	0	0	0	0	0	0	0	0	0	0
Revenue	14	0	0	0	0	0	4	0	0	0
State Fire Marshal	1	0	0	0	0	0	1	0	0	0
State Police	0	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	2	0	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>1,325</b>	<b>39</b>	<b>188</b>	<b>5</b>	<b>22</b>	<b>11</b>	<b>292</b>	<b>6</b>	<b>3</b>	<b>4</b>

# FY 2016 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, 2016
Aging	Yes	4	8
Agriculture	Yes	1	1
Arts Council	Yes	0	0
Capital Development Board	Yes	0	0
Central Management Services	Yes	3	6
Children and Family Services	No	154	160
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	1
Developmental Disabilities Council	Yes	0	0
Emergency Management Agency	Yes	0	0
Employment Security	Yes	117	127
Environmental Protection Agency	No	14	15
Executive Ethics Commission	Yes	0	0
Financial and Professional Regulation	Yes	15	10
Gaming Board	Yes	0	1
Guardianship and Advocacy Commission	Yes	6	6
Healthcare and Family Services	Yes	86	94
Historic Preservation	Yes	1	1
Human Rights Commission	Yes	4	3
Human Rights Department	Yes	21	26
Human Services	Yes	1,052	1,184
Illinois Commerce Commission	Yes	3	3
Insurance	No	0	2
Investment Board	No	0	0
Juvenile Justice	No	3	3
Labor Department	Yes	8	12
Labor Relations Board	Yes	0	0
Labor Relations Board - Educational	Yes	0	0
Law Enforcement Training and Standards Board	Yes	1	1
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	0
Public Health	Yes	12	19
Racing Board	Yes	5	5
Revenue	Yes	1	18
State Fire Marshal	Yes	0	2
State Police	Yes	1	0
State Police Merit Board	Yes	0	0
State Retirement Systems	Yes	0	0
Tax Tribunal	Yes	0	0
Transportation	Yes	6	12
Veterans Affairs	Yes	3	3
Workers Compensation Commission	Yes	2	2
<b>Statewide Totals:</b>		<b>1,579</b>	<b>1,772</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

**Director:** Jean Bohnhoff

**EEO/AA Officer:** Melina Tomaras-Collins

**Agency Workforce:** 156

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 1 Asian. For minorities, during the year, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Agriculture

**Director:** Raymond Poe

**EEO/AA Officer:** Linda Rhodes

**Agency Workforce:** 334

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 28 Females, 6 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 (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 28 Females, 6 African Americans, and 3 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there was 1 opportunity that did not address this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 28 Females, 5 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 1 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 27 Females, 5 African Americans, and 3 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there were was 1 opportunity that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 28 Females, 6 African Americans, and 3 Asians. For minorities, during the year, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For females, there were 3 opportunities and 1 or 67% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **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:** 8

**Fiscal Year:** 2016

**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:** 122

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 9 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were 3 opportunities and 3 or 100% addressed this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 6 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were 2 opportunities and 2 or 100% addressed this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 4 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16 agency underutilization was 4 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there was 1 opportunity that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 9 Females and 1 Asian. For minorities, during the year there were no opportunities to address this goal. For females, there were 6 opportunities and 5 or 83% addressed this goal. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal and there were too few opportunities to address the female goals.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Central Management Services

**Acting Director:** Michael M. Hoffman

**EEO/AA Officer:** Fred Stewart, II

**Agency Workforce:** 1,401

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 68 Females, 7 African Americans, 30 Hispanics, and 1 Asian. For minorities, during this quarter, there were 8 opportunities, 2 or 25% (1 African American and 1 Hispanic) addressed these goals. For females, there were 16 opportunities and 7 or 44% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 61 Females, 6 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 13 opportunities, 2 or 15% addressed this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 59 Females, 6 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were 9 opportunities, 2 or 22% ((2 African Americans) addressed these goals. For females, there were 10 opportunities, 2 or 20% addressed this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 57 Females, 4 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 6 opportunities and 4 or 67% addressed this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 68 Females, 7 African Americans, 30 Hispanics, and 1 Asian. For minorities, during the year, there were 23 opportunities, 4 (3 African Americans and 1 Hispanic) or 17% addressed these goals. For females, there were 45 opportunities and 15 or 33% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

This agency is at parity for people with disabilities. The agency's performance for minority goal compliance was 17%, which is lower than DHR's standard of 26%. The agency's performance for female goal compliance was 33%, which is lower than DHR's standard of 38%. The agency will be referred to the Department of Central Management Services (CMS) for training. The DHR Director will meet with the CMS Director to discuss the agency's EEO/AA program and suggestions for improving performance in this area.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Director:** George H. Sheldon

**EEO/AA Officer:** Daniel Fitzgerald

**Agency Workforce:** 2,642

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 2 Females, 2 Hispanics, and 63 Asians . For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 Asian) addressed these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 2 Hispanics and 62 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 2 Hispanics and 62 Asians. For minorities, during this quarter, there were 12 opportunities and 5 or 42% (5 Asians) addressed these goals.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 2 Hispanics and 57 Asians. For minorities, during this quarter, there were 10 opportunities and 4 or 40% (1 Hispanic and 3 Asians) addressed these goals

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY16 was 2 Females, 2 Hispanics, and 63 Asians. For minorities, during the year, there were 28 opportunities and 10 or 36% (1 Hispanic and 9 Asians) addressed these goals. This agency achieved parity for females. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 4

**Fiscal Year:** 2016

**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

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Commerce and Economic Opportunity

**Acting Director:** Sean McCarthy

**EEO/AA Officer:** Miguel Calderon

**Agency Workforce:** 293

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 3 Asians. For minorities, during these quarters, there were no opportunities to address these goals. This agency is at parity for females and people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 3 Asians. For minorities, during the year, there were no opportunities to address these goals. This agency is at parity for females and for people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*The agency had no 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:** 196

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 13 Females and 2 Asians. For minorities, during this quarter, there were 5 opportunities that failed to address these goals. For females, there were three opportunities, 1 or 33%, addressed the goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 12 Females and 2 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 (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 12 Females and 2 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 2 opportunities that did not address this goal. This agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 12 Females and 2 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity, 1 or 100%, addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 13 Females and 2 Asians. For minorities, during the year, there were 9 opportunities that did not address these goals. For females, there were 6 opportunities, 2 or 33% that addressed this goal. This agency is at parity for people with disabilities.

Agency in compliance ☒

Agency in non-compliance ☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Corrections

**Acting Director:** John R. Baldwin

**EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 11,222

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 600 Females, 48 African Americans, 48 Hispanics, 39 Asians, and 5 American Indians. For minorities, during this quarter, there were 66 opportunities and 6 or 9% (5 African Americans and 1 Asian) addressed these goals. For females, there were 107 opportunities and 24 or 22% addressed this goal. This agency is underutilized by 265 people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 576 Females, 43 African Americans, 48 Hispanics, 38 Asians, and 5 American Indians. For minorities, during this quarter, there were 43 opportunities and 11 or 26% (5 African Americans, 2 Hispanics, and 4 Asians) addressed these goals. For females, there were 133 opportunities and 31 or 23% addressed this goal. This agency is underutilized by 264 people with disabilities.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 545 Females, 38 African Americans, 46 Hispanics, 34 Asians, and 5 American Indians. For minorities, during this quarter, there were 60 opportunities and 9 or 15% (3 African Americans, 3 Hispanics, and 3 Asians) addressed these goals. For females, there were 179 opportunities and 45 or 25% addressed this goal. This agency is underutilized by 263 people with disabilities.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 500 Females, 35 African Americans, 43 Hispanics, 31 Asians and 5 American Indians. For minorities, during this quarter, there were 41 opportunities and 5 or 12% (3 African Americans and 2 Asians) addressed these goals. For females, there were 94 opportunities and 29 or 31% addressed this goal. This agency is underutilized by 263 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 600 Females, 48 African Americans, 48 Hispanics, 39 Asians, and 5 American Indians. For minorities, during the year, there were 210 opportunities and 31 or 15% (16 African Americans, 5 Hispanics, and 10 Asians) addressed these goals. For females, there were 513 opportunities and 129 or 25% addressed this goal. This agency is underutilized by 263 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **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 FY16, the Local Workforce Investment Act (LWIA) program help the agency identify candidates for the Correctional Officer trainee position. The program has had good results and the agency has hired minorities that will address underutilization. This program has helped, with the increase in the participation of minorities and women, and is 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

**Acting Executive Director:** Kimberly Mercer-Schleider **EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2016

**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:** 66

**Fiscal Year:** 2016

**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"/>
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**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:** 2016

**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

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Agency in non-compliance

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**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:** 9

**Fiscal Year:** 2016

**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

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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:** 174

**Fiscal Year:** 2016

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.	<b>X</b>		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER THROUGH SECOND QUARTER (7/1/15 THROUGH 12/31/15)**

Agency underutilization at the beginning of FY16 was 9 Females 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 these goals. This agency is underutilized by 2 people with disabilities.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 9 Females and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity to hire, and 1 or 100% addressed this goal.

**FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 8 Females, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was no opportunity to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY16 was 9 Females and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goal. This agency is underutilized by 2 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the female and disability goals, and no opportunities to address the minority goal.



**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:** 1,103

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 4 Females, 1 Hispanic, and 2 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 at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 3 Females and 2 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 THROUGH FOURTH QUARTERS (1/1/16 THROUGH 6/30/16)**

As of 1/1/16, agency underutilization was 2 Females and 2 Asians. For minorities, during these quarters, there were no opportunities to address this goal. For females, during these quarters, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY16 was 4 Females, 1 Hispanic, and 2 Asians. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. 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

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

Agency achieved parity for Hispanics.

\*There were too few opportunities to address the female and minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Environmental Protection Agency

**Acting Director:** Alec Messina

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 696

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 77 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 9 opportunities and 4 or 44% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 73 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 73 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 72 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities and 4 or 100% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginng of FY16 was 77 Females, 3 African Americans, and 1 Asian. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 14 opportunities and 9 or 64% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **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:** 432

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 1 African American and 10 Asians. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (1 African American and 2 Asians) addressed these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 8 Asians. For minorities, during this quarter, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 1 African American and 10 Asians. For minorities, during the year, there were 10 opportunities and 3 or 30% (1 African American and 2 Asians) addressed these goals. Agency is at parity for females. This agency at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

During the year, the agency achieved parity for African Americans.

**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:** 116

**Fiscal Year:** 2016

**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 9/30/15)**

Agency underutilization at the beginning of FY16 was 4 Females, 2 African Americans, 1 Hispanic, and 2 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.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there was one opportunity that did not address this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there was one opportunity that did not address this goal. For females, during this quarter, there were no opportunities to address this goal.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few 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:** 170

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 15 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there was one opportunity, 1 or 100%, 1 Asian, addressed these goals. For females, there was one opportunity, 1 or 100%, addressed this goal. This agency is underutilized by 1 person with a disability.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 14 Females, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were 2 opportunities, 1 or 50%, 1 Hispanic that addressed these goals. For females, there were two opportunities that did not address this goal. This agency is underutilized by 1 person with a disability.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 14 Females 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. This agency is underutilized by 1 person with a disability.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 14 Females and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there was one opportunity to address this goal, 1 or 100%, addressed the goal. This agency is underutilized by 1 person with a disability.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 15 Females, 1 Hispanic, and 3 Asians. For minorities, during the year, there were 3 opportunities to address these goals, 2 (1Hispanic and 1 Asian) or 67% addressed the goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is underutilized by 1 person with a disability.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **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:** 94

**Fiscal Year:** 2016

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/15 THROUGH 6/30/16)**

Agency underutilization for the beginning of FY16 was 2 Asians. For minorities, during the year, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Healthcare and Family Services

**Director:** Felicia F. Norwood

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 1,983

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 1 Female, 2 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (1 African American and 1 Hispanic) addressed these goals. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency achieved parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 1 African American, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 1 African American, 1 Hispanic, and 3 Asians. For minorities, during these quarters, there were 2 opportunities and 1 or 50% (1 Hispanic) addressed these goals.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 10/1/15, agency underutilization was 1 African American and 3 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 1 Female, 2 African Americans, 2 Hispanics, and 3 Asians. During the year, there were 10 opportunities and 3 or 30% (1 African American and 2 Hispanics) addressed these goals. This agency is at parity for females. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

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

**Director:** Heidi Brown-McCreery

**EEO/AA Officer:** Lori Tinsley

**Agency Workforce:** 140

**Fiscal Year:** 2016

**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 SECOND QUARTERS (7/1/15 THROUGH 12/31/15)**

Agency underutilization at the beginning of FY16 was 2 Females, and 2 African Americans. 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.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

Agency underutilization as of January 1, 2016 was 2 Females, and 2 African Americans. For females, there were no opportunities to address these goals during these quarters. For minorities, there was one opportunity, 1 African American or 100%, addressed these goals. This agency is underutilized by one person with a disability.

**FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

Agency underutilization as of April 1, 2016 was 2 Females, and 1 African American. For females, there were no opportunities to address these goals during these quarters. For minorities, there were no opportunities to address these goals. This agency is underutilized by one person with a disability.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 2 women and 2 African Americans. For minorities, during the year, there was 1 opportunity, 1 or 100% (1 African American) addressed this goal. There were no opportunities to address the female goals. This agency is underutilized by one person with a disability.

### FINDINGS

Agency in compliance

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Agency in non-compliance

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### RECOMMENDATIONS/COMMENTS

\*There were no opportunities to address the female goals and too few to address the minority and disability 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:** 2016

**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

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Rights

**Acting Director:** Janice Glenn

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 127

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 3 African Americans and 3 Asians. During these quarters, there no opportunities to address the minority goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 3 African Americans and 3 Asians. During the year, there no opportunities to address the minority goals. The agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities 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:** Ganapathi Ramaswamy

**Agency Workforce:** 13,321

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 70 Females, 18 African Americans, 193 Hispanics, 154 Asians, and 1 American Indian. For minorities, during this quarter, there were 138 opportunities and 10 or 7% (3 African Americans, 6 Hispanics, 1 Asian) addressed these goals. For females, there were 12 opportunities and 6 or 50% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 64 Females, 15 African Americans, 187 Hispanics, 153 Asians, and 1 American Indian. For minorities, during this quarter, there were 153 opportunities and 20 or 13% (1 African American, 7 Hispanics, and 12 Asians) addressed these goals. For females, there were 8 opportunities to address this goal and 7 or 88% addressed this goal. In the second quarter, there were 9 additional hires of people with disabilities.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 56 Females, 14 African Americans, 180 Hispanics, 141 Asians, and 1 American Indian. For minorities, during this quarter, there were 113 opportunities and 11 or 10% (5 Hispanics, 2 African Americans and 4 Asians) addressed these goals. For females, there were 12 opportunities and 11 or 92% addressed this goal. There were an additional 17 hires of people with disabilities this quarter.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 45 Females, 12 African Americans, 175 Hispanics, 137 Asians, and 1 American Indian. For minorities, during this quarter, there were 39 opportunities and 6 or 15% (2 African Americans, 2 Hispanics, and 2 Asians) addressed these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. There were an additional 15 hires of people with disabilities this quarter.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 70 Females, 18 African Americans, 193 Hispanics, 154 Asians, and 1 American Indian. For minorities, during the year, there were 443 opportunities and 47 or 11% (20 Hispanics, 8 African Americans, and 19 Asians) addressed these goals. For females, there was 35 opportunities and 27 or 77% addressed this goal. This agency is at parity for people with disabilities and hired a number of employees with disabilities throughout the year.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

☒

### **RECOMMENDATIONS/COMMENTS**

This agency was at parity for people with disabilities at the beginning of the year and continued to hire during the year through the Successful Disability Opportunities program, which is to be commended. There were 35 opportunities to address female goals, and 27 or 77% addressed these goals, which exceeds the Department of Human Rights' (DHR) standard of 38% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 26%, and a referral will be made to the Department of Central Management Services for training. Because this is the third year in a row in which the agency failed to meet DHR's standard, the Department of Human Services (DHS) will be required to prepare and submit a corrective action plan. In addition, DHR's Director will meet with the DHS Secretary to discuss the agency's current EEO/AA program and suggestions for improving the agency's performance in this regard.

**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:** 2016

**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:** Anne Marie Skallerup

**Agency Workforce:** 233

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 3 females. For minorities, the agency is at parity. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 2 females. For females, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 1 female. For females, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 1 female. For females, there was 1 opportunity that addressed this goal. Achieved parity for females.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 3 females. For minorities, the agency is at parity. For females, the agency achieved parity. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

Agency is at parity for all affirmative action groups.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood

**EEO/AA Officer:** Alise White

**Agency Workforce:** 10

**Fiscal Year:** 2016

**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	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Juvenile Justice

**Acting Director:** Jesse Montgomery

**Acting EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 1,071

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 94 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is underutilized by 9 people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 92 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 23 opportunities and 15 or 65% addressed this goal. This agency is underutilized by 9 people with disabilities.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 77 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there were 17 opportunities and 1 or 6% (1 Hispanic) addressed these goals. For females, there were 26 opportunities and 20 or 77% addressed this goal. This agency is underutilized by 8 people with disabilities.



#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 49 Females, 6 Hispanics and 29 Asians. For minorities, during this quarter, there were 21 opportunities and 1 or 5% (1Hispanic) addressed these goals. For females, there were 14 opportunities and 8 or 57% addressed this goal. This agency is underutilized by 7 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 94 Females, 7 Hispanics, and 29 Asians. For minorities, during the year, there were 41 opportunities and 2 or 5% (2 Hispanics) addressed these goals. For females, there were 67 opportunities and 45 or 67% addressed this goal. This agency is underutilized by 7 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*The agency has established recruitment program for all groups and has accomplished their performance measures that was outlined in their affirmative action plan. During FY16, the agency EEO/AA Officer developed a Local Workforce Investment Act (LWIA) pilot program (outreach workshops) that would help the agency identify candidates for the Juvenile Justice Specialist intern position. The agency has also worked with the African American, Asian, and Hispanic Employment Plan Councils, Chinese American Service League in Chicago, sponsored the Asian American Heritage month in Chicago, and outreach with faith based organizations to recruit minorities, etc. 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:** Department of Labor

**Director:** Hugo Chaviano

**EEO/AA Officer:** Ann Pufundt

**Agency Workforce:** 85

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 1 Female, 1 Hispanic, and 1 Asian. For minorities and females, during this quarter, there were no opportunities to address these goals. At the beginning of the year, the agency was at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/14, agency underutilization was 1 Female, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was one opportunity, 1 or 100% addressed this goal. The agency is at parity for people with disabilities.

**THIRD QUARTER THROUGH FOURTH QUARTER (1/1/16 THROUGH 6/30/16)**

As of 1/1/16, agency underutilization was 1 Hispanic, and 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 Female, 1 Hispanic, and 1 Asian. For minorities, during the year, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for Females and people with disabilities.

## FINDINGS

Agency in compliance

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Agency in non-compliance

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## RECOMMENDATIONS/COMMENTS

\*There were no opportunities to address minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Labor Relations Board

**Executive Director:** Melissa Mlynski

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 14

**Fiscal Year:** 2016

**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

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Brent Fischer

**EEO/AA Officer:** Anthony Raffety

**Agency Workforce:** 19

**Fiscal Year:** 2016

**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

**Acting Director:** Gregory Smith

**EEO/AA Officer:** Peter Romano

**Agency Workforce:** 153

**Fiscal Year:** 2016

**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 THROUGH FOURTH QUARTER (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 2 Females. For Females during these quarters, there was one opportunity that did not address this goal. This agency is at parity for minorities and people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 2 Females. For minorities, during the year, there was one opportunity that did not address this goal. This agency is at parity for females and people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address female 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:** 2016

**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

**Adjutant General:** Richard J. Hayes Jr.

**EEO/AA Officer:** Anthony L. Boster

**Agency Workforce:** 224

**Fiscal Year:** 2016

**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 QUARTER (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 16 Females and 1 Hispanic. For minorities and females, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 16 Females and 1 Hispanic. For minorities and females, during the year, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the 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:** 1,126

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 145 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goals. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 144 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goals. The agency was at parity for people with disabilities.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 143 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there was one opportunity that failed to address these goals. For females, there was one opportunity that did not address this goal.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 143 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 6 opportunities and 5 or 83% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 145 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during the year, there were 2 opportunities that did not address these goals. For females, there were 9 opportunities and 7 or 78% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address minority or female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police

**Director:** Leo P. Schmitz

**EEO/AA Officer:** Lieutenant Christy White

**Agency Workforce:** 2,700

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 72 Females, 38 African Americans, 21 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities and 50% (1 Hispanic) addressed these goals. For females, there was 1 opportunity and 100% addressed this goal. This agency is underutilized by 23 people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address these goals. This agency is underutilized by 21 people with disabilities.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address goals. This agency is underutilized by 21 people with disabilities.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 21 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 72 Females, 38 African Americans, 21 Hispanics, 24 Asians, and 2 American Indians. For minorities, during the year, there were 5 opportunities and 1 or 20% (1 Hispanic) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutilized by 21 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address female, minority, and people with disabilities goals.

**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:** 2016

**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:** 23

**Fiscal Year:** 2016

**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		

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 1 female. The agency is at parity for minorities. For females, there was one opportunity, and 1 or 100%, to address this goal. The agency is now at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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**RECOMMENDATIONS/COMMENTS**

**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:** 2016

**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:** 2016

**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:** 1,112

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 3 African Americans, 3 Hispanics, and 3 Asians. For minorities, during this quarter there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/14, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals.

**FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 African Americans, 3 Hispanics, and 3 Asians. For minorities, during the year, there were 8 opportunities and 1 or 13% (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

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Agency in non-compliance

☐

## RECOMMENDATIONS/COMMENTS

\*There were too few opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Domenic DiCera

**EEO/AA Officer:** Jackie Clisham

**Agency Workforce:** 12

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 6/30/16)**

Agency underutilization at the beginning of FY16 was 2 Females. For females, there were no opportunities to address this goal during these quarters. 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 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:** 99

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 4 Females and 1 African American. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there were no opportunities to address these goals. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 4 Females and 1 African American. For minorities, during the quarter, there was 1 opportunity that failed to address this goal. For females, during this quarter, there were no opportunities to address these goals.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 4 Females and 1 African American. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there was one opportunity, 1 or 100%, addressed the goal.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 3 Females and 1 African American. For minorities and females, during the quarter, there were no opportunities to address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 4 Females, and 1 African American. For minorities, during the year, there were 2 opportunities that did not address these goals. For females, during the year, there was 1 opportunity, 1 or 100%, addressed these goals. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were two few opportunities to address minority or female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Revenue

**Director:** Constance Beard

**EEO/AA Officer:** John Nelson

**Agency Workforce:** 1,491

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 3 Females, 12 Hispanics, and 6 Asians. For minorities, during this quarter, there was 1 opportunity to hire and 1 Asian, or 100%, addressed these goals. For females, during this quarter, there were no opportunities to address these goals. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 3 Females, 12 Hispanics, and 5 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, during this quarter, there was 1 opportunity that did not address these goals.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 3 Females, 12 Hispanics, and 5 Asians. For minorities, during the quarter, there were 4 opportunities, 1 Hispanic or 25%, addressed these goals. For females, during this quarter, there were no opportunities to address these goals.

#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 3 Females, 11 Hispanics, and 5 Asians. For minorities, during the quarter, there were no opportunities to address these goals. For females, during the quarter, there were no opportunities to address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 3 Females, 12 Hispanics, and 6 Asians. For minorities, during the year, there were 6 opportunities and 2 or 33% (1 Hispanic and 1 Asian), addressed these goals. For females, during the year, there was 1 opportunity that did not address the goals. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address minority and female goals. The agency hired from the Successful Disability opportunities list, which is commendable.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Secretary:** Randall Blankenhorn

**EEO/AA Officer:** Carlos Ramirez

**Agency Workforce:** 5,009

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 937 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 2 opportunities that failed to address these goals. For females, there were 9 opportunities and 4 or 44% addressed this goal. This agency is underutilized by 124 people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, agency underutilization was 933 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Hispanic) addressed these goals. For females, there were 10 opportunities and 3 or 33% addressed this goal. This agency is underutilized by 124 people with disabilities.

**THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, agency underutilization was 930 Females, 41 African Americans, 131 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (3 African Americans) addressed these goals. For females, there were 27 opportunities and 13 or 48% addressed this goal. This agency is underutilized by 124 people with disabilities.



#### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 917 Females, 38 African Americans, 131 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there was one opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were 50 opportunities and 13 or 26% addressed this goal. This agency is underutilized by 121 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY16 was 937 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during the year, there were 10 opportunities and 5 or 50% (4 African Americans and 1 Hispanic) addressed these goals. For females, there were 96 opportunities and 33 or 34% addressed this goal. This agency is underutilized by 121 people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*The agency does a good job in addressing its minority goals; however, its goal for people with disabilities remains high, 121. Next year, the agency should make use of the Successful Disability Opportunities program when it has code vacancies. The female performance level was 34%, which is slightly lower than the DHR standard of 38%. Because the agency failed to make significant progress towards its disability and female goals, the DHR Director will meet with the Department of Transportation's Secretary to discuss its EEO/AA program and suggestions to improve performance in this area.

**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:** 1,274

**Fiscal Year:** 2016

**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 (7/1/15 THROUGH 9/30/15)**

Agency underutilization at the beginning of FY16 was 3 Females, 15 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there were 8 opportunities to address the minority goals, 2 African Americans, or 25%, addressed these goals. During this quarter, there were no opportunities to address the female goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/15 THROUGH 12/31/15)**

As of 10/1/15, underutilization was 3 Females, 13 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there were 11 opportunities, 3 African Americans, or 27% , addressed the minority goals. For females, during this quarter, there were no opportunities to address these goals. This agency is at parity for people with disabilities and this quarter hired two individuals from the Successful Disability Opportunities list.

### **THIRD QUARTER (1/1/16 THROUGH 3/31/16)**

As of 1/1/16, underutilization was 3 Females, 10 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there was one opportunity that failed to address the female goals. For minorities, during this quarter, there were 10 opportunities, 1 African American, or 10%, addressed these goals. The agency is at parity for people with disabilities, and hired 2 people with disabilities this quarter.

### **FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, underutilization was 3 Females, 9 African Americans, 16 Hispanics, and 5 Asians. For minorities during this quarter there were 12 opportunities, 2 (1Hispanic and 1 African American), or 17%, that addressed these goals. For females during this quarter there were two opportunities that did not address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 3 Females, 15 African Americans, 16 Hispanics, and 5 Asians. For minorities, there were 40 opportunities and 8, or 20%, (7 African Americans and 1 Hispanic) addressed these goals. For females, there were 3 opportunities that did not address this goal. This agency is at parity for people with disabilities and hired several times from the Successful Disability Opportunities list this year.

### **FINDINGS**

Agency in compliance	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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### **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. The agency did a good job of using the Successful Disability Opportunities program. For minorities, 8 out of 41 hires, or 20% addressed goals. This performance fails to meet DHR's standard for minorities, however, the agency documented a good faith effort, and many of the hires were in areas where minority populations are low. The agency is commended on its recruitment program and outreach.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Joann M. Fratianni

**Interim EEO/AA Officer:** John Lagattuta

**Agency Workforce:** 171

**Fiscal Year:** 2016

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH THIRD QUARTERS (7/1/15 THROUGH 3/31/16)**

Agency underutilization at the beginning of FY16 was 2 Asians. During these quarters, there were no opportunities to address this goal. Agency is at parity for females. The agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/16 THROUGH 6/30/16)**

As of 4/1/16, agency underutilization was 2 Asians. During this quarter, there was 1 opportunity that did not address this goal

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY16 was 2 Asians. During the year, there was 1 opportunity that did not address the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS:** \*There were too few opportunities to address the minority goal.







Printed by the Authority of the State of Illinois. Printed on Recycled Paper  
15 copies IOCI 17-0335 01/17

