



State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2016

## *ASIAN AMERICAN Employment Plan*



Respectfully submitted to the Illinois General Assembly  
by Central Management Services

APPENDICES



# Appendix 1

Letter from Acting Director Hoffman



February 1, 2016

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

Enclosed please find an electronic copy of the 2016 State Asian American 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 Asian American workforce of individual agencies, as well as their accomplishments in meeting the objectives of this important legislation.

Of course, there are many benefits of having a diverse workforce, but perhaps the most significant is to enable State agencies to provide better services more efficiently to the public. Therefore, I strongly encourage your agency to continue to build upon your Affirmative Action and Equal Employment Opportunity goals by placing emphasis on recruitment, hiring, training, retention and promotion of Asian Americans. As this report shows, much progress has been made during Governor Rauner's administration, and we look forward to witnessing continued efforts to increase the diversity of the state workforce.

Please share this Plan with your senior management staff, including your HR Director, AA/EEO Officer and Recruitment Manager. This Plan may also be accessed electronically at the CMS Diversity Enrichment Program web page at <http://www.work.illinois.gov/diversityenglish.htm>.

By working together on this initiative, we can achieve the objectives outlined in the Asian American Employment Plan and better serve the citizenry of our great state. If you have any questions or need additional information, please don't hesitate to contact Carlos R. Charneco at 312/814-0922 or [Carlos.Charneco@illinois.gov](mailto:Carlos.Charneco@illinois.gov).

Sincerely,

Michael M. Hoffman  
Acting Director



## Appendix 2

Illinois Department of Human Rights  
Hiring Monitor and Promotion Monitor Forms



# 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: Illinois Board of Education, Illinois Board of Higher Education, Executive Ethics Commission, Office of the Executive Inspector General, Illinois Health Information Exchange Authority, and the Sentencing Advisory Council.



## 2016 State Asian American Employment Plan Survey

Agency: Aging

Director/Secretary: Kris Smith

Submitted: 12/18/2015 4:50:00 PM

Certification: I Agree

Individual Information: Roseanne McNamara, Human Resources Administrator, One Natural Resources Way, 217-785-3347, Roseanne.McNamara@illinois.gov

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

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

---

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

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

---

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

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, 2015, provide total number of agency employees on board; include full-time, part-time and leave of absence:

144

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

SPSA, PSA, Internal Auditor

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

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

40

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Please list the position titles.

ISA I, II, SPSA, PSA, Ex I, AA II, HSC, Internal Auditor, Acct Tech 2, HSC

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

18

---

How many Asian Americans were promoted?

0

---

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

The Department follows the CMS rules and random selection utilizing open competitive eligible lists.

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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 is based on the number of positions needing filled, the number of interviews to be conducted, and the number of referral letters needing to be sent.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

2

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

32

---

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

0

---

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

28

---

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

2

---

Please list the position titles.

SPSA, PSA

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Department will continue to utilize the CMS posting system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants, for all positions. The Department is also required to utilize the CMS Upward Mobility List when filling vacancies.

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

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## 2016 State Asian American Employment Plan Survey

Agency: Agriculture

Director/Secretary: Raymond Poe

Submitted: 12/14/2015 10:01:00 AM

Certification: I Agree

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

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

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

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

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

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

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

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

329.5

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As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The ADA/EEO Coordinator meets with Senior Staff in October and goes over the Affirmative Action Plan in detail.

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Attend as many career fairs as possible to try and reach out to the Asian American population.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Using outside employment websites such as Monster.com, Career Builder, etc.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

4

---

How many of those Human Resources staff are minorities?

0

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

27

Please list the position titles.

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

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

17

How many Asian Americans were promoted?

0

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

EEO Officer is involved in random selection of open competitive lists and sits in on all Rutan interviews.

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

A Veterans first; then select as many minorities as possible to contact for an interview.

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

9

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

11

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

0

---

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

37

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

5

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

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## 2016 State Asian American Employment Plan Survey

Agency: Arts Council

Director/Secretary: Tatiana Gant

Submitted: 12/8/2015 11:11:00 AM

Certification: I Agree

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

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

It is the responsibility of the Director of Administration who is also the Personnel Manager and the EEO/AA Officer to comply with the mandates of the Asian American Employment 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 and positions.

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

NA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

No employment strategies were used in FY15. We have on employee who is bilingual and has not had the opportunity to use his language for the public.

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

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If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

2

---

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

0

---

Please list the position titles.

NA

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

The Personnel Manager and EEO Officer are the same person.

---

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.

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How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

2

---

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

0

---

Please list the position titles.

PSA and Office Associate.

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Upward Mobility Program is available to all bargaining unit employees to enhance their skills and for career ladder enhancement. IACA continues to utilize the posting system to announce vacancies to agencies and organizations throughout the state to increase the diversity of qualified candidates for all positions.

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

None

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## 2016 State Asian American Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Jodi Golden

Submitted: 12/17/2015 11:09:00 AM

Certification: I Agree

Individual Information: Heather Humphrey, Personnel Administrator, 401 S. Spring St, 3rd Fl.  
Springfield 62706, 217-415-7493, Heather.Humphrey@Illinois.gov

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

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

---

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

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

---

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

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

---

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

2

---

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

19

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Please list the position titles.

Paralegal Assistant Assistant Deputy Director Office Assistant Capital Planning Liaison Office Associate CDB Account Technician Executive Director Deputy General Counsel Assistant Deputy General Counsel Internal Auditor ISS I Project Manager Office Coordinator General Counsel Executive I CDB Project Technician AA I Regional Manager Office Specialist

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

11

---

How many Asian Americans were promoted?

0

---

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

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

---

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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

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How many veterans were Asian American?

0

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As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

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For FY 15, how many Rutan panel interviews were conducted?

8

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

0

---

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

21

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

0

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Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

3

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

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

No recommendations were made.

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## 2016 State Asian American Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Tom Tyrrell

Submitted: 12/21/2015 4:25:00 PM

Certification: I Agree

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

---

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

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

---

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

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

---

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

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

---

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

1,349

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The EEO Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO Officer won't concur with a hire/promotion without the promotion or eligibility lists, when one exists. No training was conducted. Discussions with senior staff occur as needed.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

17

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

2

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Please list their position titles.

Assistant Director, Chief Operating Officer

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

At this point in time, there doesn't appear to be a need to increase available bilingual/Asian American employees to service the needs of the Asian language-speaking public.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

44

---

How many of those Human Resources staff are minorities?

2

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

127

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Please list the position titles.

SPSA, PSA, Human Resources Representative, Human Resources Specialist, Information Services Specialist, Information Systems Analyst, Buyer Assistant, Office Administrator, Automotive Mechanic, Stationary Engineer.

---

How many of those were Asian American?

6

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

1

---

How many Asian Americans were promoted?

0

---

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

He sends out notices of job openings to various ethnic entities and attends job fairs.

---

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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

111

---

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

0

---

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

167

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

3

---

Please list the position titles.

PSA, Information Systems Analyst

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

None

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## 2016 State Asian American Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: George H. Sheldon, Acting

Submitted: 12/16/2015 3:35:00 PM

Certification: I Agree

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

---

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

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

---

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

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

---

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

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

---

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

2,670

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Deputy Director of Affirmative Action reviews all promotion and hiring monitors for compliance with the mandates. DCFS has reestablished a Diversity Employment and Recruitment Committee that meets on a regular basis. The purpose of the Committee is to address underutilization, recruitment, retention, and to review strategies to ensure improvement with respect to diversity. The committee consists of Deputy Directors of Affirmative Action and the Office of Employee Services, the Chief of African-American Services, Chief of Latino Services, a representative from the Asian American Advisory Council, a representative from the Division of Communications, and other Divisions who are responsible for field staff.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

15

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Office of Affirmative Action (OAA) has developed an Asian Recruitment Plan to target Asian Underutilization statewide. OAA staff go out to Asian Community functions to recruit qualified applicants. The Asian American Advisory Council is very active on recruitment issues as the liaison to the DCFS Director.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Both the Office of Employee Services (OES) and the Office of Affirmative Action (OAA) have developed Recruitment Plans to target Asian Underutilization statewide. Workshops and job fairs targeting Asian-American populations have taken place. In addition to traditional recruitment efforts, DCFS has also worked to expand recruitment efforts electronically.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Currently Vacant

Title: Public Service Administrator

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

The Chief of Asian American Services is currently vacant. The position will be filled very soon, as a candidate has been identified, and will serve as the Department liaison to the Asian American community and a resource for community based groups and other stakeholders, including, but not limited to recruitment of Asian American staff, facilitating career development for Asian American staff through a variety of culturally and linguistically appropriate training programs and collaborating with the Asian-American Advisory Council and Asian American stakeholders. The Chief of Asian American services will engage in a wide range of community outreach education and trainings in the Asian community as well.

---

Number of Human Resources staff in your agency?

30

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How many of those Human Resources staff are minorities?

9

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

201

---

Please list the position titles.

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

---

How many of those were Asian American?

2

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-4

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How many employees were promoted during FY 15?

113

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How many Asian Americans were promoted?

4

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

The EEO Officer reviews all hiring monitors to review the underutilization categories and make

sure minority candidates are considered for the position. The EEO Officer has reinstated the DCFS Diversity Recruitment and Employment Committee to address underutilization and bilingual hiring. The participants on this committee include key DCFS Division administrators. Recruitment activities are identified in the Asian community which are covered by the Office of Employee Services. In addition, both the Deputies of Employee Services and Affirmative Action meet twice a month to discuss the recruitment of Asians. The Asian American Advisory Council to the Director addresses issues related to the recruitment of Asians. The Office of Affirmative Action will very soon hire the Chief of Asian Services in FY16.

---

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

Random selection of candidates is used when selecting candidates to participate in the Rutan interview process. Candidates are selected randomly, taking into consideration the underutilized needs of the position being filled, as well as the desired education requirements for the position.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

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How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

22

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

11

---

For FY 15, how many Rutan panel interviews were conducted?

135

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

14

---

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

256

---

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

7

---

Please list the position titles.

Administrative Assistant II, Account Technician I, Child Protection Specialist, Child Welfare Advanced Specialist, Office Associate

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

DCFS is comprised of a majority of collective bargaining staff. Promotions are mainly based on seniority. The Department also has positions participating in the Upward Mobility Program. The Training Division provides on-going skill based and self development training to all staff. The Asian American Advisory Committee plans to host a training conference which addresses issues in the Asian community and how to provide services to the Asian community in FY16.

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

62

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

3

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

Recommendations were made to fill the Chief of Asian American Services position, which a candidate has now been identified and will be starting in FY16.

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## 2016 State Asian American Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 12/8/2015 2:34:00 PM

Certification: I Agree

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

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

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

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

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

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

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

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

3

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

No positions were filled

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

1

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

Public Service Administrator

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

No positions were filled

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

No positions were filled

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

---

Number of Human Resources staff in your agency?

0

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How many of those Human Resources staff are minorities?

0

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

0

Please list the position titles.

n/a

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

0

How many Asian Americans were promoted?

0

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

No positions were filled

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

No positions were filled

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

0

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 15, how many Rutan panel interviews were conducted?

0

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

0

---

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

0

---

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

0

---

Please list the position titles.

n/a

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

No positions were filled

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

n/a

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## 2016 State Asian American Employment Plan Survey

Agency: Commerce and Economic Opportunity      Director/Secretary: Director James M. Schultz

Submitted: 12/17/2015 4:02:00 PM

Certification: I Agree

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

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

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

As of June 30, 2015, provide the number of employees in Asian language-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
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

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

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

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

323

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

When the Department's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in under-utilized or utilized areas, the Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or the HR staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws; Staff within the Office of Human Resources as well as the Department's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Asian-Americans; The Department's Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to identify, attract, hire or promote highly qualified Asian-Americans to the workforce. On a regular basis EOMC identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY15, the Department notified those staff members who are still involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible. This information is monitored by EOMC.

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Director places great emphasis on hiring/promoting highly qualified Asian-American applicants and employees within management and professional level positions within the Department. During the majority of FY 15 (July, 2014 - May, 2015), a Ms. Anita Patel, who was the Department's Chief Financial Officer at the time, was our liaison for Asian-American Affairs. Former Governor Pat Quinn had appointed Ms. Patel as a member on the Asian-American Employment Plan Advisory Council, which met on a periodic basis. The Department continues to utilize the Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Governor's State University; Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale as recruitment sources, just to name a few. Some Illinois Worknet facilities are identified by our Office of Employment & Training as facilities located in predominately Asian-American communities, which are excellent recruitment sources. The Department participates in statewide employment/career fairs and workshops sponsored by universities, community colleges, trade associations and during annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our manpower and budget permit. The Department was represented at the following Career/Job Fairs/Employment Workshops, statewide conferences, special events/meetings and carried additional outreach efforts to attract highly qualified Asian-Americans: On 08-12-14, the Department participated as a recruiter at the Oakton Community College Recruitment Workshop in Des Plaines, Illinois. This event was sponsored by the Office of the Governor, CMS, and the Asian-American Employment Plan Advisory Council. On 09-26-14, the Department was honored to participate at the 27th Annual Illinois Association Hispanic State Employee's (IAHSE) Training Conference & Job Fair held at the Midwest Conference Center in Northlake, IL. On 12-15-14, the Department prepared, completed and submitted the On-line State Asian-American Employment Plan Survey pursuant to Public Act 097-0856. On 02-08-15, as an active member in "good standing" with the Springfield Branch of the NAACP, the Department's Agency-wide EO Compliance Manager attended the 94th Lincoln-Douglas Awards Banquet & Scholarship Ceremony held at the Crowne Plaza Hotel in Springfield, IL. On 04-23-15, the Department contacted, via written correspondence, local and statewide community-based minority organizations. This action was carried out in an effort to (1) increase the Department's outreach efforts in underutilized areas and to (2) identify, attract and recruit highly qualified minorities who are interested in state service. Applicants would find out about our specialized position titles located in the Professional EEO job category as well as become familiar with the Department's mission, programs and services and requisite skills needed to obtain CMS grades of "A" for such specialized position titles. Information regarding vacancies would also be provided, if available. On 05-19-15, the Department attended and networked with community leaders during the Annual Inter-Agency Committee on Employee with Disabilities (ICED) Awards Ceremony, sponsored by IDHR and held at the Illinois Department of Historic Preservation. On 06-24-15, the Department contacted, via written correspondence, several Asian-American community-based organizations located in the Chicago area. (See below) This action was carried out in an effort to (1) increase the Department's outreach efforts in underutilized areas and to (2) identify, attract and recruit highly qualified minorities who are interested in state service. Asian-American applicants would find out about our specialized position titles located in the Professional EEO job category as well as become familiar with the Department's mission, programs and services and requisite skills needed to obtain CMS grades of "A" for such specialized position titles. Information regarding vacancies would also be provided, if available. Punjabi Cultural Society of Chicago South Asian American Policy Research Institute Korean American Community Services Asian Human Services Cambodian American Chamber of Commerce Cambodian Association of Illinois Chinese Mutual Aid Association Metropolitan Asian Family Services Hamdard Center The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department

utilizes. The Department maintains recruitment files compiled with lists of highly qualified individuals, including Asian-American applicants and employees, interested in working for or advancing within the Department. As positions become available applicants are notified of these vacancies. Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding under-utilized areas when considering the hire or promotion of highly qualified Asian-American applicants for state service. The Office of Equal Opportunity Monitoring & Compliance as well as the Office of Human Resources assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application. The Department's Agency-wide EO Compliance/Education and Training Manager also identify and refer highly qualified internal Asian-American employees to management staff for consideration when promotional opportunities arise. Prior to and during the period when vacancies arise, the Department's liaison for Asian-American Affairs and the Agency-wide Equal Opportunity Compliance and Education/Training Manager work together to maintain excellent business relations with internal and external recruitment sources such as: various Local and State Officials of Asian-American descent that have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Diversity Enrichment Program; Representatives from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; State agency Recruitment Managers; The Manager of the CMS Veterans Outreach Program; Liaisons from the Illinois Dept. of Human Rights in Springfield and Chicago; and Illinois Worknet facilities. The Department maintains a business relationship with the following community outreach partners, just to name a few: Dennis Jung, Liaison for Asian-American Affairs, Office of the Honorable Governor Bruce Rauner Surinder Singh Sangha, President, Punjabi Cultural Society of Chicago Sharyne Tu, Executive Director, Chicago Chinatown Chamber of Commerce Ms. Vandana Dalal, Director, Midwest Asian-American Center of Chicago Ami Gandhi, Executive Director, South Asian-American Policy Research Institute Inchul Choi, Executive Director, Korean American Community Services Dr. Craig Maki, Executive Director, Asian Human Services Dary Mien, Cambodian American Chamber of Commerce Kaoru Watanabe, Associate Director, Cambodian Association in Illinois Santosh Kumar, Executive Director, Metropolitan Asian Family Services, Inc. Dennis Mondero, Chinese Mutual Aid Association Arnold Romeo, City of Chicago Commission on Human Relations, Equity Council Susan Allen, Compliance Liaison, Illinois Department of Human Rights – Springfield Chet Pinski, Compliance Liaison, Illinois Department of Human Rights - Chicago Carlos Charneco, Manager, CMS Chicago Diversity Enrichment Program Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program Mac McKelvey, Manager, CMS Veteran's Outreach Program Statewide Agency EEO Managers State Agency Recruitment Managers Stephen Cantine, Director, Career Center of ISU Linda Moore, Director, EIU Career Services Jaime Velasquez, Assistant Director, UIC Office of Career Services Tammy Craig, Director UIS Career Development Center Jaci DeBrun, Manager, CMS/SD Program As a result the Department hired: During FY15 one (1) highly qualified Asian-American Woman was hired as a Senior Public Service Administrator, Opt. 1, Office of Trade & Investment – Region 1/016/Cook County. This hire also met one (1) of the Department's underutilization goals for Affirmative Action during the fiscal year.

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List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

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Number of Human Resources staff in your agency?

7

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How many of those Human Resources staff are minorities?

1

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

42

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Please list the position titles.

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

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How many of those were Asian American?

1

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-1

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How many employees were promoted during FY 15?

12

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How many Asian Americans were promoted?

0

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

Please see response to question #12.

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

FY15 N/A

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How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

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How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

7

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How many veterans were Asian American?

0

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As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

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For FY 15, how many Rutan panel interviews were conducted?

2

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

0

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

90

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

2

---

Please list the position titles.

3 - Accountant Advanced 1- Administrative Assistant 1 2- Administrative Assistant 2 1- Chief Internal Auditor 1- Economic Development Representative II 1- Executive II 2- Foreign Service Economic Development Executive II 2- Human Services Grants Coordinator II 1- Human Services Grants Coordinator III 4- Industrial & Community Development Representative I 1- Industrial & Community Development Representative II 1- Manpower Planner III 2 - Office Coordinator II 1- Private Secretary 2 12- PSA, Opt. 1; (1 - was an Asian-American Woman) 2- PSA, Opt. 2 48 - SPSA, Opt. 1 1- SPSA, Opt. 2; (1- was an Asian-American Woman) 1- SPSA, Opt. 4 1- SPSA, Opt. 8L 1- Storekeeper 1 1- Weatherization Specialist II

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List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

---

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

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

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## 2016 State Asian American Employment Plan Survey

Agency: Corrections

Director/Secretary: John R. Baldwin

Submitted: 12/18/2015 6:14:00 PM

Certification: I Agree

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

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

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

---

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

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

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

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

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

11,222

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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 Asian-American candidates.

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

1

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

N/A

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List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Recruiters participate in recruitment fairs sponsored by the community and educational institutions. Attend informational sessions/workshops focusing on the Asian American community. Also provide the agency's Affirmative Action plan annually and putting our link for the Correctional Officer Trainee position on Asian Organizations' website.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDOC Continues to monitor and track hiring goals. Where there are underutilization noted, the agency attempts to meet those needs whenever possible

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Fernando Chavarria

Title: Chief, EEO/AA

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If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

He serves as an Ex-Officio on the Asian American Employment Plan Commission and conducts recruitment workshops with the Local Workforce Investment Act Boards (LWIA), IDHS, CMS and Faith based Organizations targeting Asian American candidates statewide.

---

Number of Human Resources staff in your agency?

76

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How many of those Human Resources staff are minorities?

9

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

2,391

---

Please 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 Sergeant; 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 of those were Asian American?

14

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

3

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How many employees were promoted during FY 15?

363

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How many Asian Americans were promoted?

1

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What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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 commitment is made to fill position.

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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.

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.

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How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

5

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How many Asian American interns or student workers did you agency hire in FY 15?

0

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How many veterans were hired during FY15?

313

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How many veterans were Asian American?

0

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As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

3

---

For FY 15, how many Rutan panel interviews were conducted?

176

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

1

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

1,309

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

5

---

Please list the position titles.

Correctional Officer

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Staff opportunities for promotion exist within negotiated contractual language for Filling of Vacancies. The Upward Mobility Program is also available and encouraged within IDOC for career advancement.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

1,941

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

26

---

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

It was recommended that our agency continues to hire and promote Asian Americans to reach parity in the underutilized EEO Categories.

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## 2016 State Asian American Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: John Maki

Submitted: 12/21/2015 1:14:00 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

All management staff responsible for hiring, interviewing and recruitment have been Rutan Certified in 2015.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

NA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

All management staff responsible for hiring, interviewing and recruitment have been Rutan certified in 2015.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

NA

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

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If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

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Number of Human Resources staff in your agency?

2

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How many of those Human Resources staff are minorities?

2

---

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

3

---

Please list the position titles.

SPSA, Associate Director, Federal and State Grants Unit SPSA, Associate Director, Research and Analysis SPSA, Associate Director, Office of Administrative Services

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How many of those were Asian American?

0

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

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How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

The Agency complies with all CMS Personnel policy regarding the open competitive hiring 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 Agency complies with all CMS Personnel policy regarding the open competitive hiring process.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

1

---

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

1

---

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

7

---

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

0

---

Please list the position titles.

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

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

NA

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No

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## 2016 State Asian American Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission      Director/Secretary: John Miller

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

Certification: I Agree

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

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The only bilingual positions currently in IDHHC is for American Sign Language. During Fiscal Year 2015, IDHHC did not fill any positions.

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

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If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

0

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Please list the position titles.

N/A

---

How many of those were Asian American?

0

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

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How many employees were promoted during FY 15?

0

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How many Asian Americans were promoted?

0

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

Due to agency's limited headcount, no special internal employment programs are formed. However, all employees have direct access to the Personnel Manager, EEO Officer and Director to express any concerns. Additionally, the Personnel Manager posts all job vacancies to a variety of disability and deaf organizations.

---

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

To ensure compliance, the agency interviews all applicants on the CMS eligible list.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

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How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

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For FY 15, how many Rutan panel interviews were conducted?

0

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

0

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

0

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

None.

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## 2016 State Asian American Employment Plan Survey

Agency: Developmental Disabilities Council

Director/Secretary: Sheila T Romano

Submitted: 12/31/2015 5:11:00 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

Not applicable

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Not applicable

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Not applicable

Title: Not applicable

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Not applicable. No candidates were hired during FY 2015.

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

0

---

Please list the position titles.

Not applicable

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

Not applicable. The Council does not have any underutilization.

---

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

Not applicable

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

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

0

---

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

0

---

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

0

---

Please list the position titles.

Not applicable

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

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

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## 2016 State Asian American Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: James K. Joseph

Submitted: 12/18/2015 1:32:00 PM

Certification: I Agree

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

---

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

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

---

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

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

---

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

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

---

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

202

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

NA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The agency tries to participate in various job fairs at State universities to increase awareness.

The agency also tries to notify organizations like IAMG about posted vacancies.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

19

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Please list the position titles.

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

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

4

---

How many Asian Americans were promoted?

0

---

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

IEMA has very few opportunities to hire using the open competitive process.

---

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

N/A

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

4

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

7

---

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

0

---

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

17

---

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

1

---

Please list the position titles.

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

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The agency participated in the upward mobility program. The agency also encourages employee development through participation in seminars, workshops, professional and society organizations and other professional development opportunities.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

---

## 2016 State Asian American Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jeffrey D. Mays

Submitted: 12/18/2015 2:25:00 PM

Certification: I Agree

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

---

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

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

---

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

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

---

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

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

---

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

1,271

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials 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 Asian American Employment Plan Advisory Council 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. 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.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

None.

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Sharing IDES job postings w/job seekers in local offices that serve significant Asian American populations. IDES participated in and coordinated job fairs, took part in job & resource fairs, hosted by faith-based organizations. As any other agency under the jurisdiction of the Governor IDES posts jobs on [work.illinois.gov](http://work.illinois.gov) which automatically links to the Illinois Job Link and we thereby reach a wide range of demographics.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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 Asian American Employment Plan Advisory Council meetings. Outreach to Asian American community

organizations.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

EEO office ensures community relations with all minority groups, so that IDES has a diverse workforce, representative of the community, including the Asian American community. EEO works with Human Resources (HR) to ensure the agency workforce is indicative of population & diversified.

---

Number of Human Resources staff in your agency?

14

---

How many of those Human Resources staff are minorities?

11

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

138

---

Please list the position titles.

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

---

How many of those were Asian American?

7

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-1

---

How many employees were promoted during FY 15?

14

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

3

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

48

---

How many veterans were Asian American?

2

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

8

---

For FY 15, how many Rutan panel interviews were conducted?

205

---

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

14

---

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

149

---

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

6

---

Please list the position titles.

The titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Program Reps (full-time & intermittent); Information System Analyst.

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

IDES provides training opportunities across the board to all employees, including our Asian American staff; however, it is up to employees to request participation in trainings and seminars. IDES supports & promotes training conducted by the agency trainers; encourages staff training at DHR and other state & federal agencies; informs employees of the availability of Upward Mobility

& tuition reimbursement. A manual on job bidding is posted on internal website. Human Resources staff are available to answer questions. Other Paid Leave granted to employees to attend ILL Assoc. of Minorities in Govt. meetings. IDES adheres to the Personnel Code and union contract when filling vacancies.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

14

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

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

---

## 2016 State Asian American Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Lisa Bonnett

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

Certification: I Agree

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

---

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

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

---

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

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

---

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

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

---

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

750

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

13

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

---

Please list their position titles.

Chief Legal Counsel

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The EEO/AA Officer and the Office of Human Resources share information about staffing, job fairs/recruitment and underutilization. In addition to developing an Asian American Employment Plan, the Agency attends diversity fairs and invites all Asian Americans on open competitive lists for interviews.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Agency uses a sample of calls to ensure it provides effective public service and to determine the need for bilingual staff.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

4

---

How many of those Human Resources staff are minorities?

0

---

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

17

---

Please list the position titles.

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

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

- 6

---

How many employees were promoted during FY 15?

17

---

How many Asian Americans were promoted?

2

---

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

The EEO/AA Officer does not conduct/participate directly in hiring. The EEO/AA Officer works with the Office of Human Resources by sharing underutilization information. In addition the EEO/AA Officer reviews hiring monitors completed by the Office of Human Resources.

---

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

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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

33

---

How many Asian American interns or student workers did you agency hire in FY 15?

3

---

How many veterans were hired during FY15?

3

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

4

---

For FY 15, how many Rutan panel interviews were conducted?

5

---

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

0

---

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

81

---

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

4

---

Please list the position titles.

Environmental Protection Engineer I, Environmental Protection Engineer III (2) Senior Public Service Administrator

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

7

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations were made to the Agency.

---

## 2016 State Asian American Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 12/18/2015 10:31:00 AM

Certification: I Agree

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

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

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Please list their position titles.

Project Manager Note - The Project Manager reports to the Chief Procurement Officer, an independent state official appointed by the EEC.

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List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Our human resources office currently advertises external vacancies to multiple community websites

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List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

NA

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

No

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

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

7

---

Please list the position titles.

State Purchasing Officer PCM Trainee Executive Assistant

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

2

---

How many Asian Americans were promoted?

0

---

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

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

---

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

NA

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

14

---

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

0

---

Please list the position titles.

NA

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

None

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## 2016 State Asian American Employment Plan Survey

Agency: Financial and Professional Regulation

Director/Secretary: Bryan A. Schneider

Submitted: 12/17/2015 8:33:00 AM

Certification: I Agree

Individual Information: Vivian Toliver, Public Service Administrator I, James R. Thompson Center,  
100 W. Randolph Street, 9-300 Chicago, IL 60601, 312-814-1764,  
vivian.toliver@illinois.gov

---

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

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

---

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

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

---

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

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

---

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

447

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

All job openings are posted on the IDFPR bulletin boards. In addition, job postings are e-mailed to the Liaisons of the IL Department of Employment Security and IL Department of Human Rights who in turn e-mails them to other agencies. Also e-mails are sent to the South Asian American Policy and Research Institute and Korean Research & Cultural Center.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

See question No. 12.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

44

---

How many of those Human Resources staff are minorities?

2

---

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

88

---

Please list the position titles.

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

---

How many of those were Asian American?

7

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

4

---

How many employees were promoted during FY 15?

10

---

How many Asian Americans were promoted?

1

---

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

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

---

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

A random selection from an open competitive list is done by the interviewer selecting a pattern. It can be 2 names from each page of names; every 10th name; the 50th name, etc. If Shared Services is interviewing for a category that is underutilized, they will try and pick a pattern that will include as many candidates that fall into the underutilized category as possible.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

4

---

How many Asian American interns or student workers did you agency hire in FY 15?

1

---

How many veterans were hired during FY15?

4

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

163

---

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

0

---

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

63

---

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

3

---

Please list the position titles.

Official/Managers and Professionals

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

There were no recommendations made.

---

## 2016 State Asian American Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski

Submitted: 12/16/2015 10:15:00 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

169

---

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

0 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Illinois Gaming Board's hiring and interview processes are conducted by the A&R Shared SVS Center. All interview staff are Rutan certified and well versed on the rules and procedures that all State agencies are mandated to follow. the IGB has not participated in recruitment training specific to the hiring of Asian employees.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The IGB participated in an Asian American Employment Council sponsored workshop on August 12th at Oakton Community College. We will continue to participate in similar out reach efforts for recruitment of future employment opportunities.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The IGB will utilize the State of Illinois master contract for language interpretation needs, if needed.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Karen Weathers

Title: EEO Officer

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

As reflected earlier, the IGB participated in an Asian Community recruitment of our agency workshop. It is a goal to address our under utilization # of Asian employees in FY16 by utilizing CMS' Diversity Enrichment Program.

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

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

17

---

Please list the position titles.

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

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

same

---

How many employees were promoted during FY 15?

19

---

How many Asian Americans were promoted?

0

---

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

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

---

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

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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

57

---

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

0

---

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

11

---

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

0

---

Please list the position titles.

Gaming Licensing Analyst Gaming Senior Special Agent Gaming Special Agent Trainee SPSA  
Opt 1 and 8L ISA II PSA, Opt. 7 AA II

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

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

---

## 2016 State Asian American Employment Plan Survey

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

Submitted: 12/18/2015 2:27:00 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The current EEO Officer and HR Director continue to work with supervisors in on-going awareness efforts that concentrate on the underutilization of Asian Americans. GAC continues to make a concentrated effort to hire from the Asian community.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

NA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

GAC continues to work with IDHR to ensure concentration on providing interviews when an applicant from this EEO category applies.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Increased lack of funding prohibits GAC from setting aside line items for such employment strategies.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

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

4

---

Please list the position titles.

Senior Public Administrator Public Administrator Volunteer Services Coordinator III Technical Advisor II

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

Guardianship and Advocacy rarely has the opportunity to hire from the open competitive hiring list due to AFSCME contract hiring rules. The EEO Officer is required to review and sign off on all hiring monitors before the hiring process is completed.

---

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

NA

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

5

---

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

0

---

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

14

---

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

0

---

Please list the position titles.

NA

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Continued lack of funding prohibits GAC from setting aside line items for these types of programs. All employees are made aware of the State of Illinois' Upward Mobility Program.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations were made.

---

## 2016 State Asian American Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Felicia Norwood

Submitted: 12/22/2015 3:49:00 PM

Certification: I Agree

Individual Information: Adriaan Benkart, EEO/AA Officer, 401 S. Clinton Avenue, Chicago, IL, 312-793-4322, [adriaan.benkart@illinois.gov](mailto:adriaan.benkart@illinois.gov)

---

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

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

---

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

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

---

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

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

---

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

1,986

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

1,790

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

60

---

Please list their position titles.

Administrative Assistant I, Child Support Specialist I & II, Public Aid Lead Casework Specialist, Accountant, Accountant Advanced, Human Services Caseworker, Executive II, Management Systems Specialist, Health Surveillance Facility Nurse, Public Aid Investigator, Program Integrity Auditor I & II, Information Systems Analyst II, Public Service Administrator, Senior Public Service Administrator, Physician.

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

HFS will continue to attempt to establish a viable network with Asian American community organizations to increase the community's awareness of potential employment opportunities and maintain a database of viable candidates for consideration when opportunities arise to hire. We are open to recommendations to increase the success of this endeavor.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

No specific initiatives or specific recruiting plan was implemented to fill/increase our numbers of bilingual/Asian American employees to service the needs of our Asian language speaking public. When we become aware of a need, we take measures to address the need by establishing language option positions.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

30

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How many of those Human Resources staff are minorities?

6

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

248

---

Please 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; Kid care Supervisor; Data Processing Supervisor; Meth Pro Adv III; Office Specialist

---

How many of those were Asian American?

4

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

3

---

How many employees were promoted during FY 15?

149

---

How many Asian Americans were promoted?

2

---

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

The EEO/AA Office monitors the selection and recruitment process to ensure compliance with legislative mandates. While no specific training has been provided to Recruitment and EEO staff regarding targeted recruitment of Asian Americans, the EEO Office, Recruitment Office and the Personnel Office has placed an emphasis on targeting/reaching out to organizations whose memberships and makeup are from the underrepresented groups including Asian Americans in an effort to increase the pool of potential candidates for vacancies within those groups.

---

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

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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

68

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

2

---

For FY 15, how many Rutan panel interviews were conducted?

656

---

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

5

---

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

298

---

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

---

Please list the position titles.

SPSA; Child Support Specialist I; Account Technician II; Program Integrity Auditor II; PSA; Office Coordinator

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

We always work to ensure that we utilize a consistent pattern of selection for each process. HFS currently has no specific program in place which emphasizes career ladder enhancement or development training to increase the number of Asians in supervisory and management positions.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

128

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

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

None.

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## 2016 State Asian American Employment Plan Survey

Agency: Historic Preservation

Director/Secretary: Garth Madison, Interim

Submitted: 12/22/2015 1:56:00 PM

Certification: I Agree

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

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

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

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

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

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

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

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

176

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

At the end of FY 15, the Illinois Historic Preservation Agency did not employ any Asian Americans. 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.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

11

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Agency utilizes the CMS Posting System. The Agency is constrained by budget and is unable to do any extensive employment recruiting. We are also subject to hiring using the AFSCME/IFPE contract, Rutan, and CMS rules when hiring.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Agency utilizes the CMS Posting System. The Agency is constrained by budget and is unable to do any extensive employment recruiting. We are also subject to hiring using the AFSCME/IFPE contracts, Rutan, and CMS rules when hiring employees.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

8

---

Please list the position titles.

Private Secretary I Carpenter Senior Public Service Admin Building & Grounds Laborer Site Interpreter

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

The Director of Human Resources/EEO Officer closely monitors vacancies and applications. The Agency continues efforts to increase the diversity of hires, and all qualified minority applicants are considered when selecting candidates for opportunities in hiring and promotions.

---

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

In my tenure as Director of Human Resources/EEO Officer, we have yet to participate in random selection of candidates. If the situation arises, I would contact CMS for instruction as to what method of random selections would be appropriate.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

250

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

0

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

30

---

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

0

---

Please list the position titles.

Building & Grounds Laborer; Private Secretary I; Executive II; Admin Assistant II; Building & Grounds Lead I; Site Technician II; Stationary Engineer; Public Service Admin; Librarian I; Senior Public Service Admin; Site Interpreter; Public Admin Intern; Site Services Specialist I; Human Resources Rep; Site Interpretive Coord; Manuscripts Manager.

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A - we have no Asian American employees.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

I have not received any recommendations from any of the above.

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## 2016 State Asian American Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: Keith Chambers

Submitted: 12/7/2015 9:33:00 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

none

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

none

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

none

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

none

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

1

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

1

Please list the position titles.

Office Associate

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

n/a

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

5

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

1

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 15, how many Rutan panel interviews were conducted?

2

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

0

---

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

1

---

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

0

---

Please list the position titles.

0

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

none

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

n/a

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## 2016 State Asian American Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Rocco J. Claps

Submitted: 12/21/2015 9:11:00 AM

Certification: I Agree

Individual Information: Bobbie Wanzo, Deputy Director, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60605, (312) 814-6245, Bobbie.Wanzo@Illinois.gov

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

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

---

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

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

---

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

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

---

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

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Department's Human Resource staff, Chief Legal Counsel, and Department EEO/AA Officer, closely monitor the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the personnel code, personnel rules, AFSCME contract, DHR supplemental agreement, and legislative mandates as required. All staff have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute for Training and Development continues to train Department staff and other public and private entities on such topics as Diversity Awareness, Civility in the Workplace, Five Generations in the Workplace: Communicating through a Multigenerational Lens, Conflict Resolution, etc.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

There are a number of position titles involved in recruitment efforts participating in community relations and outreach for the purpose of ensuring a diverse Agency workforce. Agency staff work to identify potential candidates for employment with the Department of Human Rights. Specifically, recruiting for specific positions when needed; working with the Department's Human Resources staff to identify specific opportunities; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and, ensuring that individuals are aware of vacancies. In an effort to recruit individuals to address the Department's EEO categories, the Department may participate in activities such as workshops, seminars, conferences, job fairs, partnerships with community organizations; partnerships with non-profit organizations, etc. The position of Human Rights Investigator is the most frequently filled position.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including but not limited to workshops, seminars, conferences, job fairs and partnerships with community organizations, etc. Additionally, the Department periodically reviews its bilingual needs. The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. In Fiscal Year 2015, the Department was underutilized in the "Professional" category by (3) Asians. There was no underutilization in any other EEO category. As of June 30, 2015, the Department had one Asian American employee in a Korean bilingual option position to service the needs of its Korean language speaking customers.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Hector Villagrana

Title: Senior Public Service Administrator

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

The Department is committed to a diverse workforce. In addition to the liaison, the Department does has a number of staff who conduct education, outreach and training with respect to minority diversity. In this capacity, staff work to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Asian American individuals by recruiting for specific positions; working with the Department's Human Resources staff to identify specific employment opportunities for Asian Americans; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and ensuring that individuals are aware of position vacancies. Also, as a member of the Asian Advisory Council, liaison actively seeks out other members as recruitment resources.

---

Number of Human Resources staff in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

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

6

---

Please list the position titles.

Human Rights Investigator I Senior Public Service Administrator

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

9

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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 and promotion monitor.

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

Selection is made based on the CMS Bureau of Personnel guidelines for requesting the Open Competitive list and candidates from the Open Competitive list. The method for random selection of candidates on the Open Competitive list depends on the number of candidates on the Open Competitive list; however, if there are a large number of names on the list, selection is based on a numerical calculation. For example, if there are 100 candidates on the Open Competitive list, the interviewer may request every 5th candidate's name and information from CMS Personnel.

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

1

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 15, how many Rutan panel interviews were conducted?

27

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

0

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

12

---

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

1

---

Please list the position titles.

The following is the list of all titles vacated in FY 15: Human Rights Investigator I

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

\* The Department Human Resource staff meet regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. \* The Department encourages its employees to participate in employee training through the 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. \* The Department has two Asian American employees who participate in the Upward Mobility Program.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

11

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

---

Were recommendations made to your agency by the Asian American 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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## 2016 State Asian American Employment Plan Survey

Agency: Human Services

Director/Secretary: James T. Dimas

Submitted: 12/17/2015 10:22:00 AM

Certification: I Agree

Individual Information: Scott Viniard, BES Bureau Chief / Acting HR Director, 100 S. Grand Ave. E.,  
Springfield, IL 62762, 217.557.9264, Scott.viniard@illinois.gov

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

35	Officials and Managers
424	Professionals
87	Technicians
4	Protective Service Workers
19	Para-Professionals
10	Office and Clerical
0	Skilled Craft Workers
12	Service-Maintenance

---

As of June 30, 2015, provide the number of employees in Asian language-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

---

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

846	Officials and Managers
6,046	Professionals
3,986	Technicians
127	Protective Service Workers
658	Para-Professionals
722	Office and Clerical
0	Skilled Craft Workers
740	Service-Maintenance

---

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

14,320

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

IDHS has a centralized Recruitment and Selection Unit, the Bureau of Recruitment and Selection (BRS), responsible for all hiring. BRS staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS through its Recruitment, Hiring and Discipline Committee conducts quarterly meetings to discuss and monitor all legislative mandates of the Asian American Employment Plan. Members of IDHS have attended the Asian American Employment Plan Council Meeting(s). IDHS' participation in this Council Meeting will assist IDHS in addressing the underutilization of Asians that IDHS has within specific EEO job categories. IDHS' Bureau of Recruitment and Selection has a Technician Selection Program, which maintains and reports on the number of minority applicants recruited and eligible for employment as a Mental Health Technician Trainee through the Recruitment, Hiring and Discipline Committee and at the Executive level of the organization. IDHS is working closely with CMS to come up with a plan to eliminate/reduce Asian underutilization.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

13

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Quarterly Recruitment, Hiring and Discipline Committee meetings are held and IDHS' Division of Family and Community Services conduct a lot of community work. The Recruitment Unit utilizes job fairs, panel presentations across the State, e-blasts and they have made a connection with the Governor's Office Senior Policy Advisor and Director of the Asian American Outreach Program. DHS' Office of Hispanic and Latino Affairs and the Bureau of Refugee and Immigrant Services have an extensive network of non-profits that help with the recruitment efforts of minorities.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

In 2015 BRS joined the newly formed IDHS Committee on Outreach. BRS targets the recruitment of Asian American students when attending university job/career fairs. These are highly attended functions. Universities include Northeastern University, Northwestern, IIT, Uof I Chicago and Uof I Champaign/Urbana.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Historically, our office of Hispanic/Latino Affairs assisted in recruitment efforts in the Asian community. Recruitment is also a task of the Bureau of Recruitment and Selection.

---

Number of Human Resources staff in your agency?

128

---

How many of those Human Resources staff are minorities?

105

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

2,337

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Please list the position titles.

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

---

How many of those were Asian American?

97

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

2

---

How many employees were promoted during FY 15?

969

---

How many Asian Americans were promoted?

20

---

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

IDHS has a centralized Recruitment and Selection Unit responsible for all hiring. Hiring staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts quarterly meetings to discuss and monitor all legislative mandates of the Asian American Employment Plan. Members of IDHS have attended the Asian American Employment Plan Council Meeting(s). IDHS' participation in this Council Meeting will

assist IDHS in addressing the underutilization of Asians that IDHS has within specific EEO job categories. IDHS' Bureau of Recruitment and Selection has a Technician Selection Program, which maintains and reports on the number of minority applicants recruited and eligible for employment as a Mental Health Technician Trainee through the Recruitment, Hiring and Discipline Committee and at the Executive level of the organization. IDHS is working closely with CMS to come up with a plan to eliminate/reduce Asian underutilization.

---

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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

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How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

123

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

35

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For FY 15, how many Rutan panel interviews were conducted?

3,891

---

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

18

---

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

947

---

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

34

---

Please list the position titles.

Asian American employee position titles that vacated the agency during FY15: Disability Appeals Officer, Human Resources Associate, Human Services Caseworker, Licensed Practical Nurse II, Medical Administrator II, Mental Health Technician II, Mental Health Technician Trainee, Physician Specialist, Public Service Administrator, Registered Nurse I & II, Security Therapy Aide I, Social Service Career Trainee, Social Worker III

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to increase the number of Asians in supervisory and management positions.

IDHS will continue to rely on suggestions from the Recruitment, Hiring and Discipline Committee. IDHS will continue to assess the agency's need for Asian American upper management positions in the agency on a regular basis and will conduct targeted recruitment in the Asian American community, especially when any testing opportunities are available. IDHS employees, 96% being union employees, are allowed and encouraged to participate in the Upward Mobility Program (UMP), which is a joint venture between CMS and AFSCME. UMP is a career program designed to help state employees with advancement in State government.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

990

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

10

---

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

In the FY16 Affirmative Action Plan, the Department of Human Services failed to meet the Department of Human Rights' standard for hiring minority goal of 25%, and the Department of Human Rights has made a referral to the Department of Central Management Services for training. IDHS is working closely with CMS to come up with a plan to eliminate/reduce underutilization.

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## 2016 State Asian American Employment Plan Survey

Agency: Illinois Board of Higher Education

Director/Secretary: Dr. James L. Applegate, Dep

Submitted: 12/8/2015 4:07:00 PM

Certification: I Agree

Individual Information: Dr. Arthur Sutton, Deputy Director for Diversity & Outreach, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, 217-557-7347, [sutton@ibhe.org](mailto:sutton@ibhe.org)

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The agency has not had a new hire in the described reporting period. IBHE staff have been in compliance with hiring practice based the agency affirmative action plan.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

Deputy Director for Diversity & Outreach Deputy Director for Academic Affairs Deputy Director for Fiscal Affairs & Budgeting Deputy Director for Information Systems & Technology Senior Associate Director Interim Deputy Director for External Relations

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

IBHE staff works will and provides employment information to higher education cultural organizations to address employment opportunity.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The liaison communicates with agencies and statewide cultural groups to share information related to agency employment opportunity.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Not applicable

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

10

---

Please list the position titles.

Deputy Director for Fiscal Affairs & Budgeting, new hire Deputy Director for Information Systems & Technology, new hire Budget Office (Associate Director), new hire Assistant Director for Academic Affairs, new hire Assistant Director for Academic Affairs/Private Business & Vocational Schools, 2 new hires, 1 promotion Budget Analyst (Assistant Director), promotion Office Support Specialist (Secretary IV), 1 new hire Office Support Associate (Secretary III), 1 new hire

---

How many of those were Asian American?

0

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

2

---

How many Asian Americans were promoted?

0

---

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

The EEO officer works with agency staff, completes hiring and promotion monitoring for employment transactions.

---

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

No random selection.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

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How many Asian American interns or student workers did you agency hire in FY 15?

0

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How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

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For FY 15, how many Rutan panel interviews were conducted?

0

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

0

---

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

7

---

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

0

---

Please list the position titles.

Executive Deputy Director Deputy Director for External Relations & Government Relations  
Budget Officer (Associate Director) Senior Fiscal Officer (Associate Director) Associate Director  
for Academic Affairs Assistant Director for Academic Affairs/ Private Business & Vocational  
Schools Assistant Director for Academic Affairs

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The agency submits an annual Affirmative Action to the Department of Human Rights and seeks to promote advancement of its employees.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations were provided.

---

## 2016 State Asian American Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Cholly Smith

Submitted: 12/8/2015 11:35:00 AM

Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Avenue, Springfield, IL 62701, (217) 785-1407, lmyers@icc.illinois.gov

---

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

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

---

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

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

---

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

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

---

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

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials 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.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

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Please list their position titles.

General Counsel

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List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The ICC has engaged in efforts to raise awareness of the ICC as an employer among minority professionals by contacting the Statewide Services/Diversity Enrichment Program, the Illinois Department of Human Rights, and the Illinois Association of Minorities in Government. The ICC hosts unpaid externs throughout the year, and 60% of the 2015 participants were minorities. Though extern programs are designed to serve the needs of the student participants, the ICC intends for externships to help us meet long-term recruitment goals. When we post entry level positions with colleges and university career services offices, we also contact minority student affairs offices and minority student organizations concerning these vacancies, as long as university recruitment policies do not prohibit doing so.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None; no need has been identified to date.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

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

20

---

Please list the position titles.

General Counsel Executive IV Executive IV Chief - Police Bureau Chief Executive Director  
Technical Advisor V Technical Advisor V Executive IV Technical Advisor V Senior Public  
Information Officer Executive IV Office Associate Office Associate Bureau Chief Deputy  
Executive Director Pipeline Safety Analyst II Pipeline Safety Analyst II Pipeline Safety Analyst II  
Pipeline Safety Analyst II

---

How many of those were Asian American?

2

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

2

---

How many employees were promoted during FY 15?

6

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

3

---

How many Asian American interns or student workers did you agency hire in FY 15?

1

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

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For FY 15, how many Rutan panel interviews were conducted?

9

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

0

---

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

35

---

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

0

---

Please list the position titles.

TRANS Investigator I Administrative Law Judge III - ALJ ICC Police Officer II ICC Police Officer II Executive IV Manager Pipeline Safety Analyst II Legislative Liaison II Office Associate Office Associate Pipeline Safety Analyst II Executive IV Executive IV Bureau Chief Homeland Security Director Railroad Safety Specialist IV Manager Administrative Law Judge V - ALJ Technical Advisor V Senior Public Information Officer Railroad Safety Specialist III Operations Technician Executive Secretary II Administrative Law Judge V - ALJ Administrative Assistant III Technical Advisor III Administrative Assistant I Railroad Safety Specialist III Railroad Safety Specialist III Executive Director Administrative Law Judge III - ALJ Chief - Police Bureau Chief Technical Advisor V Technical Advisor V

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

None; no budget exists for training and development activities.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

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## 2016 State Asian American Employment Plan Survey

Agency: Illinois Health Information Exchange Auth Director/Secretary: Mason Budelier

Submitted: 12/18/2015 4:31:00 PM

Certification: I Agree

Individual Information: Krysta Heaney, Policy and Compliance Manager, 100 W Randolph St., Suite 4-750, Chicago, IL 60601, 312-814-1856, Krysta.Heaney@Illinois.gov

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

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

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

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

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

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

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

10

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Administrative and Regulatory Shared Services Center administers Human Resources on behalf of the Agency. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

During FY15, the Agency did not have public facing programs that required bilingual employees. If, in the future, the Agency requires bilingual employees, we will reach out to the Asian American Employment Council for assistance in determining where to post/recruit to fill such positions.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

0

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How many of those Human Resources staff are minorities?

0

---

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

5

---

Please list the position titles.

General Counsel Assistant Chief Financial Officer MPI Analyst MPI Analyst (African American hire) Private Secretary II

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

2

---

How many Asian Americans were promoted?

0

---

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

No underutilization was found. However, all agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

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

N/A

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 15, how many Rutan panel interviews were conducted?

4

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

0

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

8

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

0

Please list the position titles.

Executive Director General Counsel Chief Technology Officer Chief Information Officer Chief Financial Officer Acting Chief Financial Officer Private Secretary II MPI Analyst -No Asian American employees vacated the Agency.

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Illinois Statewide Training clearinghouse is available for use by all employees. <http://www.intra.state.il.us/tch/>. As the agency is new, at this time no other sponsored training opportunities are available. However, the agency supports its employees in their efforts to obtain professional development and related subject matter training from resources outside the agency.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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

No

## 2016 State Asian American Employment Plan Survey

Agency: Insurance

Director/Secretary: Anne Melissa Dowling

Submitted: 12/16/2015 12:30:00 PM

Certification: I Agree

Individual Information: Diana Villamil Zuver, Assistant General Counsel, Ethics Officer and EEO/AA Officer, 122 S. Michigan Ave, 19th Floor, Chicago, IL 60603, 312-814-8135, diana.v.zuver@illinois.gov

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

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

---

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

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

---

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

76	Officials and Managers
105	Professionals
49	Technicians
0	Protective Service Workers
8	Para-Professionals
11	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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 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.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

76

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

3

---

Please list their position titles.

3 - PSA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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 Asian language-speaking bilingual staff to serve the needs of the Asian-language speaking public. The Agency also utilizes language interpretation services as provided by the State of Illinois Master Contract and monitors its usage to assess whether additional bilingual staff members are needed.

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

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If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

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Number of Human Resources staff in your agency?

2

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How many of those Human Resources staff are minorities?

0

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

43

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Please list the position titles.

1 - INSURANCE PERFORMANCE EXAMINER 1 2 - ACCOUNTANT ADVANCED 3 - ACTUARIAL ASSISTANT 1 - ADMINISTRATIVE ASSISTANT 2 1 - HUMAN RESOURCES SPECIALIST 2 - INFORMATION SYSTEMS ANALYST I 1 - INFORMATION SYSTEMS ANALYST II 2 - INSURANCE ANALYST 2 1 - INSURANCE ANALYST 3 1 - INSURANCE ANALYST I 2 - INSURANCE ANALYST II 1 - INSURANCE COMPANY FIELD STAFF EXAMINER TRAINEE 3 - INSURANCE PERFORMANCE EXAMINER 1 1 - INTERNAL AUDITOR I 1 - METHODS & PROCEDURES ADVISOR I 1 - OFFICE COORDINATOR 4 - OFFICE ASSOCIATE 1 - PRIVATE SECRETARY 2 7 - PUBLIC SERVICE ADMINISTRATOR 4 - SENIOR PUBLIC SERVICE ADMINISTRATOR 3 - WORKERS COMP INSURANCE COMPLIANCE INVESTIGATOR

---

How many of those were Asian American?

3

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What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

2

---

How many employees were promoted during FY 15?

28

---

How many Asian Americans were promoted?

0

---

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

Agency utilizes Shared Services for a majority of its hiring needs. The EEO Officer monitors underutilization and reviews the Hiring & Promotion Monitors received from Shared Services to ensure compliance with all hiring mandates.

---

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

N/A

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

3

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

133

---

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

0

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

47

---

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

1

---

Please list the position titles.

1 - INSURANCE COMPANY FIELD STAFF EXAMINER

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Retention of skilled employees is fundamental to the success of the Agency. Staff is generally allowed to take state-sponsored courses and quality, free programs in their local community to increase skills.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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

No.

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## 2016 State Asian American Employment Plan Survey

Agency: Investment Board

Director/Secretary: William R. Atwood

Submitted: 12/21/2015 2:44:00 PM

Certification: I Agree

Individual Information: Alise White, Deputy Executive Director, 180 N. LaSalle - Suite 2015 Chicago Illinois 60601, 312-793-5714, alise.white@illinois.gov

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

I keep up to date on all EEO compliance issues during my meetings with our Department of Human Resources liaison Chet Pinski. I review the bulletins on EEO issues that he provides. I am a member of SHRM Society for Human Resource Management and I review their materials.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

None

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Positions are posted with top tier local universities, professional organizations, candidates are referred to ISBI, contacts are maintained with top tier local recruiting firms and the Board instituted an internship program.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Positions are posted with top tier local universities, professional organizations, candidates are referred to ISBI, contacts are maintained with top tier local recruiting firms and the Board instituted an internship program.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Alise White

Title: Deputy Executive Director

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

I work with universities to source candidates through university on campus recruiting. We have had a number of Asian candidates referred for interview through that avenue.

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

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

2

---

Please list the position titles.

Investment Compliance Officer Manager of Risk and Analytics

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

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

0

---

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

1

---

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

0

---

Please list the position titles.

None

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Executive Director routinely reviews internal staff qualifications when promotional opportunities become available. Also all staff is encouraged to participate in ongoing career training from external organizations including professional organizations.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

There were no recommendations made.

---

## 2016 State Asian American Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Candice Jones

Submitted: 12/21/2015 1:06:00 PM

Certification: I Agree

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

---

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

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

---

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

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

---

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

54	Officials and Managers
827	Professionals
14	Technicians
0	Protective Service Workers
20	Para-Professionals
22	Office and Clerical
31	Skilled Craft Workers
53	Service-Maintenance

---

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

1,021

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

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.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

15

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/a

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

DJJ conducts a statistical analysis of each quarter to monitor underutilization. Also both Hiring and Promotion monitors are reviewed to monitor if underutilization is being addressed in each Region. Based on the underutilization numbers, the focus was made during the hiring of Juvenile Justice Specialist Interns to target Asian American candidates.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring and Promotional monitor prior to any commitments being made to fill a position. During FYI 15 recruiters participate in job fairs and recruitment activities that target Asian Americans that are sponsored by educational institutions and governmental entities. IDJJ has participated in the LWIA Pilot in Chicago and the Quad Cities.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Fernando Chavarria

Title: Acting Chief, EEO/AA

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Recruiters participated in recruitment fairs sponsored by Community and educational institutions, informational sessions/workshops focusing on the Asian American community. Liaison serves as Ex-Offio on the Asian American Employment Plan Commission.

---

Number of Human Resources staff in your agency?

8

---

How many of those Human Resources staff are minorities?

3

---

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

125

---

Please list the position titles.

JJS Intern; JJS Supervisor; Educator; SPSA/PSA,

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

16

---

How many Asian Americans were promoted?

0

---

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

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

---

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

When an Open Competitive List is utilized for selection of candidates, a pattern is established by Shared Services such as every 5th person being invited to participate in the interview process.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

62

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

69

---

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

2

---

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

139

---

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

1

---

Please list the position titles.

Professional.

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Staff opportunities for promotion exist within negotiated contractual language- Filing of Vacancies. Also the Upward Mobility Program is available and encouraged within IDJJ for career advancement.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

133

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

3

---

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

It was recommended that the agency continue to hire and promote Asian Americans in order to reach parity in the underutilization categories.

---

## 2016 State Asian American Employment Plan Survey

Agency: Labor Department

Director/Secretary: Director Hugo Chaviano

Submitted: 12/18/2015 5:04:00 PM

Certification: I Agree

Individual Information: Ann Pufundt (NOTE: "999" answers = info not available due to transition/change in administration), Director of Human Resources, 900 South Spring, Springfield, IL 62704, 217-557-0819, Ann.Pufundt@illinois.gov

---

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

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

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

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

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

- 21 Officials and Managers
  - 33 Professionals
  - 31 Technicians
  - 0 Protective Service Workers
  - 13 Para-Professionals
  - 9 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

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

90

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Materials/meetings were not necessary as the agency was at parity for Asian employees in FY15. However, the EEO/AA Officer continually monitors minority hiring through Department of Human Rights reporting. Legislative mandates are monitored by our Legislative Liaison in coordination with Human Resources staff.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

---

Please list their position titles.

Assistant Director (appointed position)

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Minority hiring is continually monitored by the EEO/AA Officer and Human Resources Staff in efforts to meet/maintain parity.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Management continually analyzes information through case management tracking and daily office activities to monitor bilingual needs.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

2

---

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

25

---

Please list the position titles.

Office Associate, Labor Conciliator, Public Service Administrator, Senior Public Service Administrator, Private Secretary II, Public Safety Inspector Please note that the 1 Asian American indicated as hired below serves in an appointed position and is not calculated in DHR reporting totals

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-1

---

How many employees were promoted during FY 15?

6

---

How many Asian Americans were promoted?

1

---

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

Completion of Hiring Monitors when filling vacancies

---

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

n/a

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

4

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

999

---

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

999

---

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

28

---

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

1

---

Please list the position titles.

Labor Conciliator

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Employee participation in the Upward Mobility Program and Minorities in Government Conferences

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

6

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

n/a

---

## 2016 State Asian American Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Melissa Mlynski

Submitted: 12/17/2015 10:23:00 AM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S-400, Chicago, 60601, 312.793.6426, carla.stone@illinois.gov

---

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

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

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

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

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

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

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

15

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

It is the responsibility of the Executive Director, General Counsel and Deputy General Counsel and the Personnel Manager to comply with the mandates of the African American Employment Plan; Also, the Personnel Manager completes and submits the Agency's EEO/AA Plan to the Illinois Department of Human Rights and reviews with the Executive Director to determine underutilized positions.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

PSA and Public Admin Intern

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The IL Labor Relations Board (ILRB) completes the EEO/AA Plan. The senior staff is notified, if any of the underutilized positions and will be addressed during the hiring process. The ILRB is not underutilized in any category. Quarterly reports are also submitted to the Illinois Department of Human Rights. In FY 15, the ILRB promoted an Asian American Female to a higher level position.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

1

---

Please list the position titles.

Public Admin Intern

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

1

---

How many Asian Americans were promoted?

1

---

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

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

---

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

When random selection is available, qualified candidates from all EEO/AA categories are invited for interview.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

1

---

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

0

---

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

2

---

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

0

---

Please list the position titles.

SPSA and Technical Advisor II

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

ILRB has the Public Admin Intern program that it utilizes to provide employees with the opportunity for career enhancement within the agency. Also, in an effort to recruit individuals the ILRB post all vacancies on the Work Illinois websites as well as various law schools and Bar Association websites.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations

---

## 2016 State Asian American Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell

Submitted: 12/18/2015 11:40:00 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

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

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

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

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

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

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

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

10

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Individuals responsible for hiring decisions are aware of the mandates of the Plan. The agency's personnel director attends training as provided by CMS and has met with the EEO/AA liaison.

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As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Post employment opportunities on public websites (Work 4 Illinois) and law school recruitment sites.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A. No need at this time for a bilingual/AA speaking employee.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

1

---

Please list the position titles.

Technical Advisor II

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

N/A

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

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How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

1

---

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

0

---

Please list the position titles.

Public Service Administrator, 8L

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

No agency programs available at this time.

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The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations made.

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## 2016 State Asian American Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Kevin McClain

Submitted: 12/7/2015 9:05:00 AM

Certification: I Agree

Individual Information: Anthony Raffety, Program Manager, 4500 S. 6th St. Rd., Springfield, IL. 62703, 217-782-4540, anthony.raffety@illinois.gov

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

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

---

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

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

---

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

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

---

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

18

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

While the Law Enforcement Training and Standards Board has fewer than 10 employees in each job category in each region, we do employ an EEO Officer that monitors every stage of the hiring process and completes quarterly and annual human rights reports to ensure compliance with all legislative mandates for Equal Employment Opportunity and Affirmative Action.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

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

3

Please list the position titles.

PRIVATE SECRETARY ACCOUNTANT ADVANCED POLICE TRAINING SPECIALIST

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

0

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 15, how many Rutan panel interviews were conducted?

1

---

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

0

---

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

1

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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

NO

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## 2016 State Asian American Employment Plan Survey

Agency: Lottery

Director/Secretary: B.R. Lane

Submitted: 12/9/2015 2:10:00 PM

Certification: I Agree

Individual Information: Lydia S. Mills, HR Liaison; Labor Relations, EEO & AA Officer, 101 West Jefferson Street Springfield, IL 62702, 217-524-5252,  
Lydia.S.Mills@Illinois.gov

---

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

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

---

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

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

---

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Lottery hiring interviewing & recruitment efforts are done by the A&R Shared Service Center. The Center staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Rules & Regulations.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

A&R Shared Service Center, Recruitment & Selection Staff follow prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria & Technical Manual.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

28

---

Please list the position titles.

Lottery Sales Rep. Lottery Telemarketing Rep. Private Secretary Public Service Admin. Sr. Public Service Admin. Admin. Assistant II Office Coordinator

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

3

---

How many Asian Americans were promoted?

0

---

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

Lottery relies on A&R Shared Services staff to follow the statute as it related to the hiring process. In addition, Lottery's EEO Officer reviews and signs off on all hiring and promotional monitors.

---

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

Once again this process would be handled by A&R Shared Services.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

28

---

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

1

---

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

21

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

CMS sponsors career enhancement and self development classes to employee's at no cost. It also sponsors training programs in a variety of subjects and administers Upward Mobility Program.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

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The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No

---

## 2016 State Asian American Employment Plan Survey

Agency: Military Affairs

Director/Secretary: Richard J. Hayes Jr.

Submitted: 12/9/2015 12:28:00 PM

Certification: I Agree

Individual Information: Anthony L. Boster, Director of State Personnel, 1301 N. MacArthur Blvd,  
Springfield, IL 62702, 217.761.3745, anthony.l.boster.nfg@mail.mil

---

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

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

---

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

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

---

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

6	Officials and Managers
55	Professionals
10	Technicians
36	Protective Service Workers
3	Para-Professionals
6	Office and Clerical
10	Skilled Craft Workers
93	Service-Maintenance

---

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

219

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

All personnel from this Department have been trained in the State of Illinois Hiring and Interview course prior to any involvement in this process.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

None

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Department maintains hiring practices as required by the requirements of the State of Illinois. No special Employment Plan will be implemented by this Department to fill positions based on EEO Categories in which it maintains parity.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Department maintains hiring practices as required by the requirements of the State of Illinois. No special Employment Plan will be implemented by this Department to fill positions based on EEO Categories in which it maintains parity.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

This question does not apply to our Agency.

---

Number of Human Resources staff in your agency?

6

---

How many of those Human Resources staff are minorities?

0

---

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

29

---

Please list the position titles.

Building Grounds Laborer Building Grounds Maintenance Worker Military Crash Fire Rescue III  
Military Crash Fire Rescue I Military Security Police I Military Maintenance Engineer Military  
Engineering Technician

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-1

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

This Department is at parity, however the Director of Personnel is the EEO for the Department and ensure compliance.

---

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

When open competitive lists are too large to conduct 100% interviews, this Department randomly selects every certain number of unnamed applicants.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

44

---

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

0

---

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

29

---

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

1

---

Please list the position titles.

Military Maintenance Engineer

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

All programs are available to all EEO Categories of employees.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

None

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## 2016 State Asian American Employment Plan Survey

Agency: Natural Resources

Director/Secretary: Wayne Rosenthal

Submitted: 1/7/2016 10:29:00 AM

Certification: I Agree

Individual Information: Jay Johnson, EEO Officer, One Natural Resources Way, Springfield, IL 62702, 217/782-2662, Jay.Johnson2@illinois.gov

---

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

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

---

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

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

---

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

223	Officials and Managers
384	Professionals
58	Technicians
143	Protective Service Workers
74	Para-Professionals
69	Office and Clerical
10	Skilled Craft Workers
276	Service-Maintenance

---

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

1,272.5

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Recruiting staff has attended various training sessions that address equality, discrimination and workplace obstacles. The EEO Office seeks additional training on a regular basis in order to remain current on EEO issues and continues to remind all staff, specifically executive office directors, of hiring goals. Additionally, the EEO Officer has an active role in the hiring process within the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

29

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

na

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The DNR, in cooperation with CMS, has developed new testing and examining procedures for professional titles which will increase candidate pools and recruitment opportunities. These changes will provide more frequent, faster exams and grading opportunities for DNR titles. Some exams may be offered during a scheduled period throughout the year. Additionally, the DNR will be requesting "statewide" open competitive lists which will capture all candidates across the state of Illinois. With these changes, recruiters will be able to offer more opportunities with the DNR to college recruiters, job fair attendees and others who have expressed interest in working with IDNR. Changes to DNR's Employment Opportunities webpage will continue to improve with these changes. The DNR has identified and developed DNR-specific titles to include more "trainee" opportunities that will provide a career path to full-time, coded positions. These trainee titles will be presented to job fair organizers and college recruiters to develop partnerships for these programs designed to increase diversity and opportunities in the Department. Along with the trainee titles, the DNR will seek entry level opportunities which generally already have large

candidate pools.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The EEO Officer and the Human Resources Director have partnered to develop a more proactive approach to recruitment and hiring. With changes made to testing and examining procedures, the Department expects diversity to increase in the coming months and when the opportunity to hire is available. The Department continues to develop strategies to identify areas with Asian language-speaking needs.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

The Department does not have a designated liaison to the Asian community. However, the Department does encourage Asian employees to attend all training, career fairs, etc. and to provide the Department with information from those activities which may assist with recruitment and needs of the Department.

---

Number of Human Resources staff in your agency?

13

---

How many of those Human Resources staff are minorities?

11

---

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

210

---

Please list the position titles.

Conservation Police Officer, Office Associate, Civil Engineer, Site Technician, Student Intern, Site Superintendent, Account Technician, Site Assistant Superintendent, Well Inspector, Land Reclamation Specialist, SPSA, PSA, Storekeeper, Natural Resource Manager, Office Coordinator, Human Resources Specialist, Technical Advisor, Private Secretary, Conservation Grants Administrator, Natural Resources Technician, Building Grounds/Laborer, Executive Secretary, Accountant Advanced, Guard, Museum Technician.

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

2

---

How many employees were promoted during FY 15?

39

---

How many Asian Americans were promoted?

---

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

The EEO Officer and the Human Resources Director have partnered to develop a more proactive approach to recruitment and hiring. With changes made to testing and examining procedures, the Department expects diversity to increase in the coming months and when the opportunity to hire is available. The EEO will continue to have an active role in the hiring process within the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed.

---

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

The Department utilizes a computer program to generate the random selection of candidate numbers from open competitive, blind lists. If no minorities are selected from the random draw, either the Human Resources Director or the EEO Officer will make recommendations to add candidates with minority status to the interview pool.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

6

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

43

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

213

---

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

0

---

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

120

---

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

1

---

Please list the position titles.

Civil Engineer

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The majority of positions within the Department are covered by a collective bargaining agreement and most are filled in accordance with those respective agreements. The Department continues to cross-train and encourage all staff to attend any requested self-development training in order to increase opportunities for advancement.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

30

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

---

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

From overall recommendations, the Department has sought new ways to increase diversity overall on a statewide basis. The Human Resources Director and the EEO Officer have implemented new testing and examining procedures with CMS to address underutilization overall. Additionally, the Department has identified titles within the Department where "trainees" could be utilized. The Department did develop additional trainee titles with identified targeted titles for full-time, coded and certified career paths. These changes will allow the Department to actively recruit for DNR specific areas on a statewide basis and within a shorter timeframe.

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## 2016 State Asian American Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: Acting EIG Margaret A. Hick

Submitted: 12/18/2015 4:32:00 PM

Certification: I Agree

Individual Information: David Morrison, Director of Ethics Training & Compliance / EEOO, 69 West Washington St., Ste 3400, Chicago IL 60602, 312-814-1932, David.Morrison@Illinois.gov

---

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

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

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

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

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

- 5 Officials and Managers
  - 26 Professionals
  - 21 Technicians
  - 0 Protective Service Workers
  - 4 Para-Professionals
  - 11 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

24

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

---

Please list their position titles.

Accounting Specialist

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce. The success of the OEIG in diverse hiring is demonstrated by the fact that the OEIG meets or exceeds hiring goals for Asian Americans, as determined with the DHR formulas, in all categories.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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 Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

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

18

---

Please list the position titles.

Administrative Assistant; Administrative Supervisor; Assistant Inspector General; Deputy Inspector General and Chief; Director of Human Resources; Director of Finance and Administration; Deputy Inspector General; First Deputy Inspector General and Chief of Staff; General Counsel and Chief of Staff; Investigator; Supervising Investigator; Supervisor of Information Technology / Computer Forensics

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

1

---

How many employees were promoted during FY 15?

9

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

2

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

19

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A - The OEIG is an exempt non-code agency. However the OEIG strives for and has a diverse workforce.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

---

## 2016 State Asian American Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Gerald M. Keenan

Submitted: 12/21/2015 11:56:00 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Board currently has no underutilization in the Asian American category. When a vacancy occurs, the Board seeks qualified candidates through job postings, applications, and resumes.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

---

Please list their position titles.

Environmental Scientist II

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Board seeks qualified candidates through job postings, applications, and resumes. Resources from IDHR are also utilized.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Board seeks qualified candidates through job postings, applications, and resumes. Resources from IDHR are also utilized.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

1

---

Please list the position titles.

PSA - 8L

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

3

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Due to the size of the Board there are not any promotional programs other than Upward Mobility for staff.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations were received.

---

## 2016 State Asian American Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Craig Findley

Submitted: 12/18/2015 2:48:00 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Participating in EEO training, reviewing new rule and regulations and attending Personnel Manager's meetings for latest updates.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

Chief Legal Counsel Chief Administrative Officer Chief of Operations

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Attending job fairs with the local Universities and creating of minority positions.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

n/a

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

---

Number of Human Resources staff in your agency?

2

---

How many of those Human Resources staff are minorities?

0

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

4

Please list the position titles.

Office Assistant Office Assistant Office Coordinator Public Administrative Intern

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

0

How many Asian Americans were promoted?

0

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

Reviews EEO reports and participates in the interview panels

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

n/a

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

0

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

4

For FY 15, how many Rutan panel interviews were conducted?

4

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

0

---

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

0

---

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

0

---

Please list the position titles.

n/a

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Upward Mobility, computer training through Central Management Services or other agencies.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

no

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## 2016 State Asian American Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis G. Apostol

Submitted: 12/9/2015 11:19:00 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

33

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

PTAB is a small agency with only 33 full-time staff. Job openings are very few and subject to budget appropriations. The Executive Director has encouraged management staff to consider Asian American candidates when job openings occur.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

0

---

How many of those Human Resources staff are minorities?

0

---

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

4

---

Please list the position titles.

Technical Advisor II Technical Advisor II Office Assistant Office Assistant

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

4

---

How many Asian Americans were promoted?

0

---

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

The PTAB is too small to calculate underutilization.

---

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

One Office assistant position was filled by random selection -- all minorities were interviewed that were identified as veterans.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

1

---

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

0

---

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

4

---

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

0

---

Please list the position titles.

Technical Advisor III Office Assistant Public Service Administrator Appraisal Specialist III

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to increase the number of Asians in supervisory and management positions.

With the exception of administrative personnel, all PTAB job categories are covered by the AFSCME Collecting Bargaining Agreement; promotional opportunities, and the upward mobility program, are covered within the contract language.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No

---

## 2016 State Asian American Employment Plan Survey

Agency: Public Health

Director/Secretary: Nirav D. Shah, M.D., J.D.

Submitted: 12/16/2015 4:59:00 PM

Certification: I Agree

Individual Information: Robin Tucker-Smith, EEO/AA Officer & ADA Coordinator, 69 W. Washington Street, #3500, Chicago, Illinois 60602, 312-814-1041, robin.tucker@illinois.gov

---

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

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

---

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

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

---

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

321	Officials and Managers
648	Professionals
34	Technicians
0	Protective Service Workers
54	Para-Professionals
93	Office and Clerical
0	Skilled Craft Workers
8	Service-Maintenance

---

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

1,158

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The EEO Officer, Office of Human Resources, Community Health Manager and Center for Minority Health provide information to our Deputy Directors regarding mandates. Senior Staff is responsible for disseminating compliance documentation. Additionally, the EEO Officer approves all hires and promotion monitor forms prior to the hiring decision.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

23

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

n/a

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

IPDH participated in job and community Health fairs, posted job opportunities with the CMS Diversity Enrichment Office and participated in Conferences. We recruited at the college/university level to provide students with internship opportunities. Our agency has also met with groups to collaborate on public health issues providing education and awareness on areas of interest to the Asian Community.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDPH continued to participate in community job and health fairs; post job opportunities with the CMS Diversity Enrichment Office and participate in conferences. We expanded our partnership with universities/colleges to encourage and increase interest in public health careers amongst minorities.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

IDPH has an Asian American representative who attends scheduled Asian American Employment Plan Council meetings, however, recruitment is handled by the EEO/AA Officer and support staff who participate in community job and health fairs.

---

Number of Human Resources staff in your agency?

10

---

How many of those Human Resources staff are minorities?

1

---

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

231

---

Please list the position titles.

Account Technician 1 Accountant Accountant Advanced Administrative Assistant I  
Administrative Assistant 2 Architect Assistant General Counsel Chief Internal Auditor Clinical  
Lab Technologist Disaster Services Planner Environmental Health Specialist 1 Environmental  
Health Specialist 2 Environmental Health Specialist 3 Executive Secretary 1 Executive  
Secretary 2 Executive I Executive 2 General Counsel Health Facilities Surveyor 1 Health  
Facilities Surveyor 2 Health Facilities Surveyor 3 Health Facilities Surveillance Nurse Human  
Resources Specialist Information Services Specialist 1 Information Services Specialist 2  
Information Systems Analyst 2 Methods & Procedures Advisor 3 Methods & Procedures Career  
Associate 1 Office Administrator 3 Office Assistant Office Associate Office Coordinator  
Office Specialist PH Program Specialist 1 PH Program Specialist 2 PH Program Specialist 3  
Plumbing Inspector Private Secretary 2 Public Service Administrator Senior Public Service  
Administrator Storekeeper 1 Student Intern Technical Advisor 2

---

How many of those were Asian American?

2

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-6

---

How many employees were promoted during FY 15?

29

---

How many Asian Americans were promoted?

1

---

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

The EEO Officer updates and forwards the underutilization report to the Human Resources Department responsible for selecting candidates in the open competitive hiring process;

participates in Rutan interview process; and oversees the hire/promotion monitor process ensuring minority candidates in underutilized areas are selected to participate in the interview process.

---

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

The random selection of candidates from the open competitive list is based on the total # of applicants on the list and the number of positions being filled with the goal of yielding 10-15 candidates per position; when underutilization exists all relevant candidates are included. IDPH also utilizes CMS Credential Verification codes to assess the candidate's educational level and experience.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

47

---

How many Asian American interns or student workers did you agency hire in FY 15?

8

---

How many veterans were hired during FY15?

12

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

74

---

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

6

---

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

118

---

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

3

---

Please list the position titles.

Position titles vacated by Asians: Administrative Assistant 1 Chemist 2 SPSA

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

27

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

---

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

No recommendations were provided.

---

## 2016 State Asian American Employment Plan Survey

Agency: Racing Board

Director/Secretary: Domenic DiCera

Submitted: 12/16/2015 10:07:00 AM

Certification: I Agree

Individual Information: Jackie Clisham, Director of Operations, 100 W Randolph; Ste 5-700, 312-814-8787, jackie.clisham@illinois.gov

---

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

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

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

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

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

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

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

45

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Board works with CMS and the A&R Shared Services Center, meeting monthly with ARSS staff to discuss human resources/personnel-related matters of the Board. ARSS guides the Board in all hiring, interviewing and recruitment matters as described in the CMS State Asian American Employment Plan.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

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As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

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Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Board utilizes CMS programs and processes geared exclusively toward Asian American employees. As turnover is minimal within the Board, there are no positions that are or have been frequently filled.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

There has been no established need for Asian-speaking employees.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

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

1

---

Please list the position titles.

Executive Director

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

1

---

How many Asian Americans were promoted?

0

---

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

All hiring activities are coordinated by the ARSS Center. The EEO officer submits the EEO/AA quarterly reviews by IDHR to the ARSS Center and participates in the Hiring and Promotion Monitors.

---

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

N/A

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

5

---

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

0

---

Please list the position titles.

Executive Director General Counsel Director of Licensing Projects Coordinator Veterinary Technician

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Board utilizes CMS programs and processes geared exclusively toward Asian-American employees.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

There have not been any recommendations.

---

## 2016 State Asian American Employment Plan Survey

Agency: Revenue

Director/Secretary: Connie Beard

Submitted: 12/17/2015 4:24:00 PM

Certification: I Agree

Individual Information: Chima Enyia, Equal Employment Officer, 100 W. Randolph St. Chicago, IL, 3128143021, Chimaobi.Enyia@illinois.gov

---

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

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

---

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

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

---

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

201	Officials and Managers
819	Professionals
290	Technicians
14	Protective Service Workers
84	Para-Professionals
108	Office and Clerical
7	Skilled Craft Workers
4	Service-Maintenance

---

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

1,644

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Interview & Selection is handled by the Administrative & Regulatory Shared Services Center. All staff is certified to conduct Rutan interviews and also ensures any non-A&R SSC staff that are participating on the interview panel are also active Rutan Certified interviewers prior to conducting the interviews. Staff is also training on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview. The Director of HR and Labor meet with the Director of Revenue on a bi-weekly basis to discuss progress and action plans towards Agency goals.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

22

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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 Shared Services staff works the eligibility list when applicable and interview minority candidates on the list in the underutilization categories. The Shared Services Center also maintains a FACEBOOK page where people who follow the Shared Services Center can get up-to-date information on our job postings. IDOR Staff also attended many job fairs/employment workshops throughout the year. This year Illinois Department of Revenue instituted strategic workshops focused on identifying all positions which the department frequently hires from the general public. At these workshops, individuals are asked to complete their CMS 100s on site in order to acutely increase diversity on eligibility lists.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Supervisors in our Taxpayer Assistance Division review logs of incoming calls and walk-ins to determine the number of taxpayers needing assistance to determine if additional bilingual employees are needed.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: John Nelson

Title: TAS Public Service Administrator, Recruitment

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

John has aggressively recruited a diverse applicant pool for several of our openings including but not limited to Chief Internal Auditor (CIA), Financial Control Bureau (FCB) Manager, Assistant Division Managers (ADM), Revenue Auditor Trainee (RAT), and GAAP Accountant. He recruited significantly more Asian Americans but not all applied and some did not identify themselves as Asian Americans. John contributes regularly to policy conversations around Asian American employment and challenges.

---

Number of Human Resources staff in your agency?

44

---

How many of those Human Resources staff are minorities?

2

---

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

370

---

Please list the position titles.

Revenue Tax Specialist 1,2&3; Revenue Auditor 1,2&3; Information Systems Analyst II, Account Technician 1; Store Clerk, Guard II Account Clerk 2, Account Technician 1, Account Technician 2, Accountant, Administrative Assistant 1, Administrative Assistant 2, Chief Internal Auditor, Data Processing Specialist, Data Processing Technician, Drafting Worker, Executive 1, Executive Secretary 1, GAAP Accountant, GAAP Coordinator, Human Resources Associate, Human Resources Representative, Human Resources Specialist, Information Services Intern, Information Services Specialist 1, Information Systems Analyst 1, Information Systems Analyst 2, Information Services Intern, Internal Security Investigator 2, Office Administrator 4, Office Administrator 5, Office Assistant, Office Associate, Office Coordinator, Private Secretary 2, Public Administration Intern, Public Service Administrator, Revenue Audit Supervisor, Revenue Auditor Trainee, Revenue Collection Officer 1, Revenue Computer Audit Specialist, Revenue Special Agent Trainee, Revenue Tax Specialist Trainee, Senior Public Service Administrator, Student Intern/Worker, Liquor Control Special Agent, Tech Advisor 2

---

How many of those were Asian American?

11

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

---

How many employees were promoted during FY 15?

207

---

How many Asian Americans were promoted?

8

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

3

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

23

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

1

---

For FY 15, how many Rutan panel interviews were conducted?

674

---

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

0

---

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

248

---

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

---

Please list the position titles.

Revenue Collections Officer

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

27

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

---

Were recommendations made to your agency by the Asian American 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 AAEP Advisory Council, CMS or the Auditor General. DHR notifies the Department of any underutilization and monitors the Department's effort to reach/maintain minority hiring goals

---

## 2016 State Asian American Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Director/Secretary: Kathryn Saltmarsh

Submitted: 12/22/2015 1:17:00 PM

Certification: I Agree

Individual Information: Kathryn Saltmarsh , Executive Director, 401 S. Spring, #617, Springfield, IL 62706, 217-558-4749, kathy.saltmarsh@illinois.gov

---

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

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

---

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

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

---

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

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

---

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

5

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

None. SPAC relies on Public Safety Shared Services to insure compliance with all mandates that apply to non-Code agencies.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

SPAC does not provide any direct services to the public. We are a non-Code, research entity that reports directly to the three branches of government.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

0

---

How many of those Human Resources staff are minorities?

0

---

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

1

---

Please list the position titles.

COntidential assistant/ Research analyst

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

Because SPAC is exempt from the Personnel Code, the open competitive hiring process is not applicable.

---

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

N/A

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

0

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

None

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No

---

## 2016 State Asian American Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Matt Perez

Submitted: 12/22/2015 2:43:00 PM

Certification: I Agree

Individual Information: Pamela Sargent, Executive II, 1035 Stevenson Drive, 217/785-4717,  
Pam.Sargent@Illinois.gov

---

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

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

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

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

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

- 25 Officials and Managers
  - 55 Professionals
  - 18 Technicians
  - 15 Protective Service Workers
  - 5 Para-Professionals
  - 4 Office and Clerical
  - 0 Skilled Craft Workers
  - 2 Service-Maintenance
- 

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

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Human Resource functions are handled by the Public Shared Service Center. Executive staff and EEO Officer are aware of the Agency's underutilization categories.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

25

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Agency continues to use the same hiring and promotional tools listed in our AA Plan. The Agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security websites, notifies State of Illinois EEO officers, agency employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Agency continues to use the same hiring and promotional tools listed in our AA Plan. The Agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security websites, notifies state of Illinois EEO Officers, agency employees, and all legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: None.

Title: None.

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

None.

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

12

---

Please list the position titles.

2 - Fire Prevention Inspector I Fire Protection Specialist I PSA 3 - SPSA Boiler Safety Specialist Administrative Assistant I Storage Tank Safety Specialist Office Specialist Office Associate

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

2

---

How many Asian Americans were promoted?

0

---

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

Human Resource functions are handled by the Public Shared Service 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

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

23

---

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

0

---

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

12

---

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

0

---

Please list the position titles.

2 - SPSA 2 - PSA 2 - Storage Tank Safety Specialist 2 - Arson Investigator II Boiler Safety Specialist Executive II Administrative Assistant II Office Specialist

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations were provided.

---

## 2016 State Asian American Employment Plan Survey

Agency: State Police

Director/Secretary: Director Leo Schmitz

Submitted: 12/15/2015 12:33:00 PM

Certification: I Agree

Individual Information: Lieutenant Christy White, EEO Officer, 801 S. 7th St, Suite 100-S,  
Springfield, IL 62703, 217-782-1282, Christy\_White@isp.state.il.us

---

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

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

---

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

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

---

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

151	Officials and Managers
574	Professionals
311	Technicians
1,493	Protective Service Workers
96	Para-Professionals
178	Office and Clerical
8	Skilled Craft Workers
23	Service-Maintenance

---

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

2,834

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The ISP EEO Office provides underutilization information when filling positions. The EEO Office reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure the underutilization of minorities is considered. All Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

415

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

9

---

Please list their position titles.

Captains, Lieutenants, Master Sergeants, Public Service Administrators, Senior Public Service Administrators

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The ISP Recruitment Section attended 99 events during FY15 in an effort to recruit minority applicants to code and sworn positions. In addition to events, ISP Recruitment has been utilizing social media through Twitter and Facebook to reach additional candidates. A Physical Fitness Pre-Test was offered in November 2015 and allowed the candidates to take the physical fitness test and receive feedback on the different components that made up the 4-part test. Additionally, the Recruitment Unit disseminates new ISP job postings to outreach organizations throughout the State at the time of the posting.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The ISP relies on supervisors in the field to evaluate the need for bilingual positions.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: The Tran

Title: Captain

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Captain Tran responds to requests directly from the ISP Director's Office requiring his expertise. These requests range from providing input on policy development, and assisting with inter-agency affairs to representing the Department at recruiting functions or Outreach functions requiring his advice and input.

---

Number of Human Resources staff in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

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

176

---

Please list the position titles.

Accountant, Administrative Assistant I, Building/Grounds Laborer, Cadet, Communications Equipment Technician I, Electronic Equipment Installer/Repairer, Executive I, Forensic Scientist Trainee, Guard II, Information Services Specialist II, Information Systems Analyst I, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Police Officer I, Public Service Administrator, Senior Public Service Administrator, Technical Advisor II, Telecommunicator Trainee, Truck Weighing Inspector

---

How many of those were Asian American?

7

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

5

---

How many employees were promoted during FY 15?

143

---

How many Asian Americans were promoted?

0

---

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

The ISP Office provides underutilization information when filling positions. The ISP EEO Officer reviews all Hiring and Promotion monitors, along with documentation justifying the selection, to ensure compliance.

---

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

Public Safety Shared Services Center (PSSSC) staff handles the random selection of the open competitive hiring process and provide the names to the designated ISP Personnel Liaisons for each division. PSSSC Staff start at the beginning of the open competitive list and count out every one, two, etc., depending on the ideal number of candidates the ISP needs.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

139

---

How many Asian American interns or student workers did you agency hire in FY 15?

3

---

How many veterans were hired during FY15?

21

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

267

---

For FY 15, how many Rutan panel interviews were conducted?

58

---

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

0

---

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

148

---

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

2

---

Please list the position titles.

Senior Public Service Administrator, Trooper

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

ISP civilian union employees are allowed and encouraged to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit (AFSCME). ISP employees are allowed and encouraged to participate in a variety of career enhancement programs offered through the Illinois Training Clearinghouse and Mobile Team Units (MTU) training conducted by

the Illinois Law Enforcement Training and Standards Board (ILETSB). Tuition reimbursement is distributed to ISP employees based on specific union contractual agreements.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

19

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No recommendations received.

---

## 2016 State Asian American Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Ronald P. Cooley

Submitted: 12/18/2015 10:55:00 AM

Certification: I Agree

Individual Information: Jenny Thornley, CFO, 531 Sangamon Ave Springfield, IL , 217-786-6244,  
jthornley@ispmeritboard.org

---

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

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

---

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

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

---

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

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

---

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

we comply with all department of human rights guidelines

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

1

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

CFO

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

we comply with all department of human rights guidelines and reach out to them to help get our postings to all applicants.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

we comply with all department of human rights guidelines we rearley have any postings and are a very small agency. When we post something we try and reach as many candidates as possible.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Ronald P Cppley

Title: Executive Director

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

we comply with all department of human rights guidelines

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

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

1

---

Please list the position titles.

intern

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

0

---

How many Asian Americans were promoted?

0

---

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

we comply with all department of human rights guidelines

---

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

we do not do random selection

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

1

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

0

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

1

---

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

0

---

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

1

---

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

0

---

Please list the position titles.

private secretary II

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

We have a trainee program with a target title of human resources rep

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

no

---

## 2016 State Asian American Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 12/10/2015 3:01:00 PM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Manager, State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704, 217/785-7017, Kelley.Gray@SRS.Illinois.gov

---

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

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

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

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

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

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

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

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Agency staff responsible for hiring, interviewing, recruitment and EEO attend monthly staff meetings in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of compliance.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

22

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

NA

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

SRS is aware of websites and organizations (US Pan Asian American Chamber of Commerce, Urban League, Illinois Associates of Minorities in Government, etc.) to utilize when posting job vacancies, college and university recruitment, and the ability to post vacancies at the Dept. of Employment Security and Dept. of Labor.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

---

Number of Human Resources staff in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

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

10

---

Please list the position titles.

Pension & Death Benefit Technician I Account Tech II SPSA ISA II Internal Auditor Executive II Retirement Systems Disability Specialist Accountant Accountant

---

How many of those were Asian American?

0

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

15

---

How many Asian Americans were promoted?

1

---

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

The Human Resource Manager is also the EEO Officer and is responsible for compiling and submitting all EEO reports to the Department of Human Rights and is aware of underutilization in the EEO categories. When vacancies arise every effort is made to fill those vacancies with an underutilized minority.

---

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

Veterans preference is a a priority. However, if no veterans appear on the blind eligibility list minorities are selected as well as educational requirements of the position.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

1

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

9

---

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

0

---

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

13

---

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

0

---

Please list the position titles.

Office Associate Public Service Administrator Retirement Systems Disability Specialist Methods & Procedures Advisor III Accountant Advanced Office Specialist

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Upward Mobility, state sponsored training classes and tuition reimbursement.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

3

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

No

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## 2016 State Asian American Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James Conway, Agency Dire

Submitted: 12/17/2015 1:41:00 PM

Certification: I Agree

Individual Information: Kristene M. Callanta, Chief Administrative Officer, 160 N. LaSalle, Suite N-506, Chicago, IL 60601, 312-814-4285, kristene.callanta@illinois.gov

---

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

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

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

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

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

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

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

3

---

As of June 30, 2015, provide the underutilization for Asian Americans 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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials 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 Asian American Employment Plan.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

---

Please list their position titles.

Chief Administrative Officer

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

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. The Agency also submits Quarterly EEO/AA reports to the Dept. of Human Rights.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Tribunal has determined there is no need for bilingual staff.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

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

0

Please list the position titles.

N/A

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

How many employees were promoted during FY 15?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 15?

0

How many veterans were hired during FY15?

0

How many veterans were Asian American?

0

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

0

---

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

0

---

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

0

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to increase the number of Asians in supervisory and management positions.

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 number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

N/A

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## 2016 State Asian American Employment Plan Survey

Agency: Transportation

Director/Secretary: Randy Blankenhorn

Submitted: 12/21/2015 3:49:00 PM

Certification: I Agree

Individual Information: Erwin Lee Acox, Jr. , Cheif of Diversity Recruitment and Outreach , 100 W. Randolph, Suite 6-600, Chicago, IL 60601, 312-793-3517, Erwin.Acox@illinois.gov

---

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

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

---

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

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

---

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

1,036	Officials and Managers
1,369	Professionals
572	Technicians
0	Protective Service Workers
131	Para-Professionals
44	Office and Clerical
37	Skilled Craft Workers
1,815	Service-Maintenance

---

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

5,235

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The IDOT Office of Diversity Recruitment and Outreach (DRO) only recruits for civil engineer trainees. DRO recruitment managers are trained to engage potential candidates. This training includes: Presentation skills, customer relations, community and student engagement.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

201

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

2

---

Please list their position titles.

Civil Engineer VI Civil Engineer VII

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The IDOT Office of Diversity Recruitment and Outreach (DRO) only recruits for civil engineer trainees. During recruitment visits, Asian American candidates are engaged, and if they meet the minimum criteria, are offered an opportunity to interview with the Department for civil engineer trainee positions. DRO recruitment managers are trained to engage candidates of all backgrounds. This training includes: Presentation skills, customer relations, community and student engagement.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Erwin Lee Acox, Jr.

Title: Chief, Diversity Recruitment and Outreach

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

The liaison helped update the Asian American Employment plan survey and represents the Department at Asian American Employment plan council meetings.

---

Number of Human Resources staff in your agency?

239

---

How many of those Human Resources staff are minorities?

52

---

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

664

---

Please list the position titles.

Account Tech I Account Tech II Accountant Accountant Advanced Automotive Mechanic  
Chemist II Chemist III Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III  
Civil Engineer IV Civil Engineer V Civil Engineer VI Civil Engineer VII Civil Engineer IX  
Engineering Tech I Engineering Tech II Engineering Tech III Engineering Tech V Executive  
Secretary I Executive Secretary II Executive Secretary III Ferry Operator I Heavy Const Equip  
Opr Highway Maintainer Human Resources Associate Hwy Const Supv I Hwy Maint Lead/Lead  
Wkr Instrument Designer Internal Auditor I Land Surveyor I Land Surveyor III Land Surveyor  
IV Maintenance Worker Management Tech II Office Administrator III Office Assistant Office  
Associate Office Coordinator Office Specialist Operations Supervisor I Operations Supervisor  
II Photogrammetrist III Public Service Administrator Realty Specialist IV Silk Screen Operator  
Technical Manager II Technical Manager III Technical Manager IV Technical Manager V  
Technical Manager VI Technical Manager VII Technical Manager VIII Technical Manager IX  
Technical Manager X

---

How many of those were Asian American?

19

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

-13

---

How many employees were promoted during FY 15?

291

---

How many Asian Americans were promoted?

17

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

189

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

21

---

For FY 15, how many Rutan panel interviews were conducted?

243

---

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

2

---

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

352

---

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

13

---

Please list the position titles.

Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer VI Engineering Tech III Technical Manager III Technical Advisor V

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

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)

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

37

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

1

---

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

No recommendations were made

---

## 2016 State Asian American Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Erica Jeffries

Submitted: 12/18/2015 9:19:00 AM

Certification: I Agree

Individual Information: Greg Dooley, EEO/ADA Officer, 833 S Spring St. Springfield, IL 62794, 217-557-5667, greg.dooley@illinois.gov

---

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

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

---

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

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

---

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

55	Officials and Managers
278	Professionals
181	Technicians
19	Protective Service Workers
496	Para-Professionals
50	Office and Clerical
24	Skilled Craft Workers
205	Service-Maintenance

---

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

1,325

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Veterans' Affairs administrative staff responsible for the recruitment and selection process is all certified Rutan interviewers who are trained and mandated to follow all applicable State of Illinois Ethics and Personnel Code Rules and Regulations. These individuals keep their knowledge current by participating in CMS conducted personnel meetings, agency training/staff meetings and other training programs. In addition, there are multiple people involved in each interview and hiring initiative which provides a check and balance and an extra level of oversight.

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

N/A

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Illinois Department of Veterans Affairs has undertaken the following activities to increase the number of Asian American employees: -appointed a liaison to serve on the Asian American Employment Plan Advisory Council, -notify relevant sources and Council members of vacancies for referral of qualified applicants. -sought out and attended various recruitment events, -participated in targeted discussions regarding ways to identify and recruit qualified applicants. -expanded the field services area to include employment recruitment.

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Illinois Department of Veterans Affairs utilizes feedback from the Field Staff, (Veterans Service Officers) and Outreach Coordinators to determine the staffing need for bilingual employees. The Department has not been notified of instances where language barriers hampered the services provided.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

---

Number of Human Resources staff in your agency?

20

---

How many of those Human Resources staff are minorities?

3

---

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

116

---

Please list the position titles.

unknown

---

How many of those were Asian American?

2

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

6

---

How many employees were promoted during FY 15?

16

---

How many Asian Americans were promoted?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that 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, religious and community organizations of vacancies and by reviewing the Eligibility List, Hiring and Promotion Monitors to ensure that qualified minority applicants 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.

The recruitment and Selection Staff reviews the underutilization report and the Eligibility list to determine the underutilization in the area. If there is underutilization, the minority candidates on the list are invited to interview and highly encouraged to attend.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

0

---

How many Asian American interns or student workers did you agency hire in FY 15?

0

---

How many veterans were hired during FY15?

24

---

How many veterans were Asian American?

0

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

0

---

For FY 15, how many Rutan panel interviews were conducted?

162

---

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

0

---

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

149

---

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

0

---

Please list the position titles.

N/A

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

In accordance with Section 303.390 of the CMS Personnel Rules, IDVA employees may be 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.

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

The Department of Veterans' Affairs has not received and specific recommendations from the Asian Employment Advisory Council, Central Management Services, or the Auditor General. The Department of Human Rights had notified IDVA that it made efforts in good faith to meet its affirmative action goals for FY 15 and that no training or further recommendations would be made.

---

## 2016 State Asian American Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: JOAN M. FRATTIANI

Submitted: 12/17/2015 8:22:00 AM

Certification: I Agree

Individual Information: ALMA MAXEY, EEO OFFICER, 100 W RANDOLPH STE 8-318, 312 814-6632, ALMA.MAXEY@ILLINOIS.GOV

---

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

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

---

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

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

---

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

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

---

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

153

---

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

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

---

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

EEO OFFICER UPDATES THE HR DIRECTOR OF ALL UNDERUTILIZATIONS IN IWCC AND ALL HIRING AND INTERVIEWING STAFF ARE RUTAN CERTIFIED. BLIND OC AND PROMOTIONAL LISTINGS ARE MARKED FOR ASIAN CANDIDATES FIRST

---

As of June 30, 2015, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

---

As of June 30, 2015, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

---

Please list their position titles.

1- EXEC. DIR, 8- SPSA,

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

ALL ASIAN CANDIDATES ON THE OC AND PROMOTIONAL LISTS ARE CONTACTED FIRST FOR OPEN POSITIONS

---

List employment strategies used in FY 15 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

MOST OF IWCC CLIENTS ARE REPRESENTED BY ATTORNEYS AND THERE HAS NOT BEEN ANY INQUIRY FOR INTERPRETERS IN THE ASAINS CATEGORY.

---

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

---

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

IWCC TARGETS ASIAN CANDIDATES ON THE OC AND PROMOTIONAL LIST OF APPLICANTS FROM CMS.

---

Number of Human Resources staff in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

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

17

---

Please list the position titles.

3- SPSA, 1- PSA, 1- ECEC SEC, 1- STUDENT INT, 1- WC INV, 2- TECH ADV, 4 ARBITRATPR, 1- OFF COOR, 2- OFF CLERKS, 1-ACCT ADV

---

How many of those were Asian American?

1

---

What was the net gain of Asian American employees from prior Fiscal Year (+/-)?

0

---

How many employees were promoted during FY 15?

3

---

How many Asian Americans were promoted?

0

---

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

REVIEWS HIRING PACKETS ASSURING UNDERUTILIZATION EFFORTS WERE GIVEN PRIORITY. COMPLETES HIRING MONITORS VERIFYING AND APPROVING PROCESS.

---

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

IWCC MARKS ALL ASAIN CANDIDATES ON CMS'S OC AND PROMOTIONAL LIST. THESE CANDIDATES ARE SENT REFERRAL LETTERS TO INTERVIEW FIRST, PRIOR TO HIRING.

---

How many interns or student workers did your agency hire in FY 15? (Do not include trainees)

4

---

How many Asian American interns or student workers did you agency hire in FY 15?

1

---

How many veterans were hired during FY15?

2

---

How many veterans were Asian American?

1

---

As of June 30, 2015, how many Rutan certified interviewers in your agency were Asian American?

2

---

For FY 15, how many Rutan panel interviews were conducted?

12

---

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

4

---

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

19

---

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

1

---

Please list the position titles.

3- SPSA, 2- PSA, 4- ARBITRATOR, 2- TECH ADV, 1 EXEC SEC, 1- STUDENT INT, 3- OFF COOR, 1- IND COM TECH, 2- OFF CLERKS

---

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

NONE

---

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

---

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

---

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

NONE

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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, 2014 – June 30, 2015**



**In accordance with Personnel Code, the Director of the Department of  
Central Management Services submits this report to the members of the  
Illinois General Assembly  
December 31, 2015**

**Tom Tyrrell**  
DIRECTOR

**CMS** ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY15 are shaded in grey.	Number of instances for which bilingual skills were required **	TIME COMMITMENT				How much of the assistance was in-depth?	Did agency use Master Contract? ***
		0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
Aging	1,760	10%	90%	0%	0%	75%	Yes
Agriculture	60	50%	25%	25%	0%	25%	No
Arts Council	10	100%	0%	0%	0%	2%	No
Capital Development Board	0	100%	0%	0%	0%	0%	No
Central Management Services	1,038	30%	51%	17%	2%	40%	Yes
Children and Family Services	2,340	0%	0%	0%	100%	100%	Yes
Civil Service Commission	0	100%	0%	0%	0%	0%	No
Commerce and Economic Opportunity	763	52%	27%	7%	14%	77%	Yes
Corrections	4,914	35%	30%	20%	15%	35%	Yes
Criminal Justice Information Authority	0	0%	0%	0%	100%	0%	No
Deaf and Hard of Hearing Commission	0	0%	0%	0%	100%	100%	No
Developmental Disabilities Council	0	100%	0%	0%	0%	0%	No
Emergency Management Agency	4	100%	0%	0%	0%	0%	Yes
Employment Security	10,627	64%	34%	2%	0%	0%	Yes
Environmental Protection Agency	12	100%	0%	0%	0%	20%	No
Executive Ethics Commission *	0	100%	0%	0%	0%	0%	No
Financial and Professional Regulation	1,700	65%	30%	4%	1%	30%	Yes
Gaming Board	86	40%	60%	0%	0%	0%	No
Guardianship and Advocacy Commission	293	20%	50%	25%	5%	51%	No
Healthcare and Family Services	107,694	49%	34%	12%	5%	39%	Yes
Historic Preservation	12	45%	35%	20%	0%	0%	No
Human Rights Commission	5	60%	10%	20%	10%	5%	Yes
Human Rights Department	2,438	65%	20%	7%	8%	15%	Yes
Human Services	204,153	47%	30%	20%	3%	33%	Yes
Illinois Board of Higher Education *	0	100%	0%	0%	0%	0%	No
Illinois Commerce Commission	505	50%	50%	0%	0%	100%	No
Illinois Health Information Exchange Authority *	0	100%	0%	0%	0%	0%	No
Insurance	1,411	60%	14%	23%	3%	37%	Yes
Investment Board	0	0%	0%	0%	100%	0%	No
Juvenile Justice	1,076	0%	80%	20%	0%	80%	No
Labor Department	1,473	75%	25%	0%	0%	45%	No
Labor Relations Board	50	50%	50%	0%	0%	40%	No
Labor Relations Board - Educational	0	100%	0%	0%	0%	0%	No
Law Enforcement Training and Standards Board	0	100%	0%	0%	0%	0%	No
Lottery	21,008	85%	15%	0%	0%	25%	No
Military Affairs	0	0%	0%	0%	100%	0%	No
Natural Resources	300	65%	20%	15%	0%	0%	No
Office of Executive Inspector General *	175	80%	20%	0%	0%	10%	No
Pollution Control Board	0	100%	0%	0%	0%	0%	No
Prisoner Review Board	0	100%	0%	0%	0%	0%	No
Property Tax Appeal Board	0	0%	0%	0%	100%	0%	No
Public Health	7,692	87%	10%	2%	1%	64%	Yes
Racing Board	0	100%	0%	0%	0%	0%	No
Revenue	8,979	45%	36%	12%	7%	54%	Yes
Sentencing Policy Advisory Council *	0	100%	0%	0%	0%	0%	No
State Fire Marshal	27	90%	10%	0%	0%	0%	No
State Police	109	98%	2%	0%	0%	0%	Yes
State Police Merit Board	0	0%	0%	0%	100%	0%	No

### FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY15 are shaded in grey.	Number of instances for which bilingual skills were required **	TIME COMMITMENT				How much of the assistance was in-depth?	Did agency use Master Contract? ***
		0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
State Retirement Systems	0	100%	0%	0%	0%	0%	Yes
Tax Tribunal	0	100%	0%	0%	0%	0%	No
Transportation	50	95%	5%	0%	0%	0%	No
Veterans Affairs	175	0%	100%	0%	0%	20%	No
Workers Compensation Commission	786	82%	18%	0%	0%	5%	No
<b>Statewide Totals:</b>	<b>381,725</b>						<b>Yes: 17 No: 36</b>

\* Denotes non-code agencies which requested to participate in the survey but are not required to.

\*\* An "Instance" is anytime a state employee communicates with a customer using bilingual skills.

\*\*\* "Master Contract" refers to a service thru which state employees can contact a bilingual telephone operator to assist with communication.

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 15	Employees that used bilingual skills in FY15	FREQUENCY OF USE				Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay?	Employees paid temporary assignment pay for bilingual skills?
			every day	1x a week	1x a month	1x a year		
Aging	11	11	100%	0%	0%	0%	No	No
Agriculture	1	1	100%	0%	0%	0%	No	No
Arts Council	0	0	0%	0%	0%	100%	Yes	No
Capital Development Board	0	0	0%	0%	0%	100%	No	No
Central Management Services	7	7	100%	0%	0%	0%	No	No
Children and Family Services	156	156	100%	0%	0%	0%	No	Yes
Civil Service Commission	0	0	0%	0%	0%	100%	No	No
Commerce and Economic Opportunity	8	8	31%	29%	19%	21%	No	No
Corrections	24	24	55%	35%	5%	5%	Yes	Yes
Criminal Justice Information Authority	0	0	0%	0%	0%	100%	No	No
Deaf and Hard of Hearing Commission	7	7	100%	0%	0%	0%	No	No
Developmental Disabilities Council	0	0	0%	0%	0%	100%	No	No
Emergency Management Agency	0	0	0%	0%	0%	100%	No	No
Employment Security	154	154	98%	0%	2%	0%	Yes	No
Environmental Protection Agency	3	3	100%	0%	0%	0%	Yes	No
Executive Ethics Commission	0	0	0%	0%	0%	100%	No	No
Financial and Professional Regulation	11	11	65%	30%	4%	1%	No	No
Gaming Board	0	0	100%	0%	0%	0%	Yes	No
Guardianship and Advocacy Commission	7	7	30%	50%	20%	0%	No	No
Healthcare and Family Services	104	80	70%	20%	9%	1%	No	Yes
Historic Preservation	1	1	0%	0%	100%	0%	Yes	No
Human Rights Commission	3	3	20%	30%	30%	20%	No	No
Human Rights Department	30	30	54%	32%	7%	7%	No	No
Human Services	1,232	1,232	54%	16%	27%	3%	Yes	Yes
Illinois Board of Higher Education	0	0	0%	0%	0%	100%	No	No
Illinois Commerce Commission	4	3	100%	0%	0%	0%	No	No
Illinois Health Information Exchange Authority	0	0	0%	0%	0%	100%	No	No
Insurance	4	4	50%	0%	25%	25%	No	No
Investment Board	0	0	0%	0%	0%	100%	No	No
Juvenile Justice	5	5	100%	0%	0%	0%	Yes	No
Labor Department	12	12	92%	8%	0%	0%	Yes	No
Labor Relations Board	0	0	0%	0%	50%	50%	Yes	No
Labor Relations Board - Educational	0	1	0%	0%	0%	100%	Yes	No
Law Enforcement Training and Standards Board	0	0	0%	0%	0%	100%	No	No
Lottery	3	3	90%	10%	0%	0%	Yes	No
Military Affairs	0	0	0%	0%	0%	100%	No	No
Natural Resources	2	2	0%	0%	50%	50%	No	No
Office of Executive Inspector General	1	1	0%	100%	0%	0%	Yes	No
Pollution Control Board	0	0	0%	0%	0%	100%	No	No
Prisoner Review Board	2	2	50%	50%	0%	0%	No	No
Property Tax Appeal Board	0	0	0%	0%	0%	100%	No	No
Public Health	29	29	57%	40%	2%	1%	No	No
Racing Board	0	0	0%	0%	0%	100%	Yes	No
Revenue	15	15	47%	27%	17%	9%	No	No
Sentencing Policy Advisory Council	0	0	0%	0%	0%	100%	No	No
State Fire Marshal	2	2	0%	0%	50%	50%	No	No
State Police	1	0	0%	0%	100%	0%	No	No
State Police Merit Board	0	0	0%	0%	0%	100%	No	No
State Retirement Systems	0	0	0%	0%	0%	100%	No	No

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 15	Employees that used bilingual skills in FY15	FREQUENCY OF USE				Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay?	Employees paid temporary assignment pay for bilingual skills?
			every day	1x a week	1x a month	1x a year		
Tax Tribunal	0	0	0%	0%	0%	100%	No	No
Transportation	15	11	0%	0%	100%	0%	No	No
Veterans Affairs	1	1	0%	100%	0%	0%	No	No
Workers Compensation Commission	3	3	82%	18%	0%	0%	No	No
	<b>1,858</b>	<b>1,829</b>					<b>Yes: 14</b> <b>No: 39</b>	<b>Yes: 4</b> <b>No: 49</b>

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Filled Personnel Code positions with language codes	Vacant Personnel Code positions with language codes	Non-Personnel Code positions requiring bilingual skills	Posted bilingual vacancies with language code assigned	Posted bilingual vacancies with language code assigned that were filled	Positions with language codes assigned that were vacated	Positions revised to remove language code	Positions revised to add language code
Aging	6	2	0	1	1	0	0	0
Agriculture	1	6	0	0	0	0	0	0
Arts Council	0	1	0	0	0	0	0	0
Capital Development Board	0	0	0	0	0	0	0	0
Central Management Services	7	8	0	3	3	0	0	0
Children and Family Services	156	33	0	52	30	58	5	0
Civil Service Commission	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	7	10	0	0	0	1	0	0
Corrections	26	4	0	8	5	3	0	11
Criminal Justice Information Authority	0	0	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	7	1	0	0	0	0	0	0
Developmental Disabilities Council	0	0	0	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0	0	0	0
Employment Security	85	56	0	12	10	22	0	0
Environmental Protection Agency	3	0	0	0	0	0	0	0
Executive Ethics Commission	0	0	0	0	0	0	0	0
Financial and Professional Regulation	11	17	0	0	0	2	0	0
Gaming Board	0	0	0	0	0	0	0	0
Guardianship and Advocacy Commission	0	0	0	0	0	1	1	1
Healthcare and Family Services	72	92	0	17	8	13	2	1
Historic Preservation	1	0	0	1	1	0	0	0
Human Rights Commission	0	0	0	0	0	0	0	0
Human Rights Department	30	12	0	3	3	2	0	0
Human Services	1,271	768	5	257	162	193	3	5
Illinois Board of Higher Education	0	0	0	0	0	0	0	0
Illinois Commerce Commission	1	0	3	1	0	0	0	0
Illinois Health Information Exchange Authority	0	0	0	0	0	0	0	0
Insurance	4	3	0	0	0	0	1	1
Investment Board	0	0	0	0	0	0	0	0
Juvenile Justice	2	1	0	1	0	0	0	4
Labor Department	12	5	0	3	1	1	0	0
Labor Relations Board	0	1	0	0	0	1	0	0
Labor Relations Board - Educational	0	0	0	0	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0	0	0	0	0
Lottery	3	0	0	1	1	0	0	0
Military Affairs	0	0	0	0	0	0	0	0
Natural Resources	0	4	0	0	0	0	0	0
Office of Executive Inspector General	0	0	0	0	0	0	0	0
Pollution Control Board	0	0	0	0	0	0	0	0
Prisoner Review Board	2	0	0	1	1	0	0	0
Property Tax Appeal Board	0	0	0	0	0	0	0	0
Public Health	19	34	2	14	4	3	1	3
Racing Board	0	0	0	0	0	0	0	0
Revenue	15	67	0	2	2	1	1	0
Sentencing Policy Advisory Council	0	0	0	0	0	0	0	0
State Fire Marshal	2	4	0	0	0	0	0	0
State Police	1	3	0	0	0	0	0	0
State Police Merit Board	0	0	0	0	0	0	0	0
State Retirement Systems	0	0	0	0	0	0	0	0
Tax Tribunal	0	0	0	0	0	0	0	0
Transportation	2	5	3	0	0	1	0	0
Veterans Affairs	1	1	0	0	0	0	0	1
Workers Compensation Commission	3	4	0	2	1	0	0	0
<b>Statewide Totals:</b>	<b>1,750</b>	<b>1,142</b>	<b>13</b>	<b>379</b>	<b>233</b>	<b>302</b>	<b>14</b>	<b>27</b>

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Aging	10	10	0	0
Agriculture	1	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services	7	0	0	0
Children and Family Services	148	8	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity	5	2	0	0
Corrections	18	6	2	0
Criminal Justice Information Authority	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	7	0
Developmental Disabilities Council	0	0	0	0
Emergency Management Agency	0	0	0	0
Employment Security	135	18	1	0
Environmental Protection Agency	3	0	0	0
Executive Ethics Commission	0	0	0	0
Financial and Professional Regulation	11	0	0	0
Gaming Board	0	0	0	0
Guardianship and Advocacy Commission	4	3	0	0
Healthcare and Family Services	89	15	0	0
Historic Preservation	0	1	0	0
Human Rights Commission	3	0	0	0
Human Rights Department	23	7	0	0
Human Services	763	94	386	14
Illinois Board of Higher Education	1	0	0	0
Illinois Commerce Commission	4	0	0	0
Illinois Health Information Exchange Authority	0	0	0	0
Insurance	2	2	0	0
Investment Board	0	0	0	0
Juvenile Justice	5	0	0	0
Labor Department	9	3	0	0
Labor Relations Board	0	1	0	0
Labor Relations Board - Educational	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0
Lottery	3	0	0	0
Military Affairs	0	0	0	0
Natural Resources	1	0	0	0
Office of Executive Inspector General	1	0	0	0
Pollution Control Board	0	0	0	0
Prisoner Review Board	2	0	0	0
Property Tax Appeal Board	0	0	0	0
Public Health	27	2	0	0
Racing Board	0	0	0	0
Revenue	10	5	0	0
Sentencing Policy Advisory Council	0	0	0	0
State Fire Marshal	2	0	0	0
State Police	1	0	0	0
State Police Merit Board	0	0	0	0
State Retirement Systems	0	0	0	0

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Tax Tribunal	0	0	0	0
Transportation	15	0	0	0
Veterans Affairs	1	0	0	0
Workers Compensation Commission	3	0	0	0
<b>Statewide Totals:</b>	<b>1,307</b>	<b>177</b>	<b>397</b>	<b>14</b>

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
Aging	The Department monitors calls on an on-going basis to evaluate the need to hire more staff that speaks additional languages such as Polish and Chinese.
Arts Council	Judgement is made by the Agency based on the number of grant applications and phone inquiries received each year. In addition, by the number of grants submitted to the Agency receiving technical assistance pertaining to their own grant applications. The Illinois Arts Council Agency is a very small agency and has utilized the language translation a handful of times.
Central Management Services	Surveys such as this and recommendations of staff.
Children and Family Services	The number of calls to the hotline and information lines, child protection cases, open cases in placement, day care and foster care licensing and when a caller request to speak with a person in Spanish or another language.
Commerce and Economic Opportunity	Management assessment when filling vacancies; determination of needed language skills based on a vacant position's potential client base and need to provide bilingual services.
Corrections	Inmate population
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	All positions require the use of sign language in order to communicate effectively with individuals with a hearing loss. This includes the community we serve as well as staff.
Employment Security	IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.
Environmental Protection Agency	The Agency uses feedback from employees and the public to ensure effective public service.
Executive Ethics Commission	NA
Financial and Professional Regulation	Determination is made by the number of telephone inquiries and complaints received by the Department that requires translators; and, the number of licensees who require translators during the investigative and examination process.
Guardianship and Advocacy Commission	The number of positions of need are determined based upon client needs after requirements are determined by way of the intake process.
Healthcare and Family Services	The numbers are generated by geographical need based on customer/client makeup and population demand.
Historic Preservation	None
Human Rights Commission	0
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as Investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual option positions. Additionally, the Department has its "Filing A Charge of Discrimination" brochure in 15 different languages.
Human Services	calls/emails received from the public with the need; bi-annual analysis of client cases/applications and divided by a case load ratio to determine the bilingual staff need; customer requests; use of contract interpreters; census and community needs; leadership needs assessment; speech/language assessments; historical data; admission data;
Illinois Board of Higher Education	N/A
Illinois Commerce Commission	To the extent that there was an influx of calls to the Consumer Services Division requesting service in a specific language, it would be necessary to collect data on the number of such requests and perform research to determine if there is an under served demographic.
Illinois Health Information Exchange Authority	N/A. The Agency has limited direct engagement with external clients.
Insurance	Bilingual needs and positions are determined by Senior Management based on demand within each geographical area.
Juvenile Justice	Bilingual needs of clientele vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be requires to assist with bilingual need on an intermittent basis. Also, time logs were kept this year by staff to determine if bilingual skills were used for at least 10% of an employees day.
Labor Department	Management continually analyzes information from our Intranet SharePoint spreadsheet as well as daily office activities to determine all types of bilingual staffing necessary to provide effective client services.
Labor Relations Board	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff.
Lottery	NA
Natural Resources	Same as #3

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in job descriptions. However, we do provide our Spanish-speaking clients with translation services.
Prisoner Review Board	Bilingual needs are assessed by the management on a periodic basis throughout the year based on the demand, agency needs, and day to day work.
Property Tax Appeal Board	Property Tax Appeal Board (PTAB) employees have been given the information needed to utilize the interpretation and translation master contract; to date, PTAB has had no need for this service.
Public Health	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our limited English proficient population.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual services are necessary.
Revenue	Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.
State Police	The agency relies on personnel in the field to request the need for bilingual skills.
Transportation	Organization entities notify the central office of the need based upon work unit functions and public interaction needs. The central office reviews the need and works with the entity to establish positions.
Veterans Affairs	Veterans' Affairs Senior Management Staff consists of two bilingual staff members. In addition, there are other staff members who are bilingual.
Workers Compensation Commission	SPECIAL SERVICE REQUESTS

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Aging	The Senior Helpline logs all bilingual calls and assistance through a client tracking system. The Department constantly monitors operations to ensure staffing is adequate to render effective service to Spanish speaking clients.
Arts Council	The Agency has 11 full-time employees and one position has the Spanish language option for the Agency.
Central Management Services	Surveys such as this and recommendations of staff.
Children and Family Services	The number of calls to the hotline and information lines, child protection cases, open cases in placement, day care and foster care licensing and when a caller request to speak with a person in Spanish.
Commerce and Economic Opportunity	Management assessment when filling vacancies. Agency established a new unit in Regional Economic Development to service and assist Latino Business Development. A 4d3 exempt position was filled in FY15 in this unit from 12/1/2014 - 1/31/2015. Please note on Question 7, this information is not reflected in response to this question because it was not a posted vacancy notice due to it being 4d3 exempt/Rutan exempt.
Corrections	Inmate Spanish population
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	If we do provide services to spanish speaking individuals, we hire interpreters with spanish speaking sign language knowledge.
Employment Security	IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.
Environmental Protection Agency	The Agency reviews call volume - AVAYA, the volume of work that requires translation and uses feedback from employees and the public to ensure effective service is provided to the Spanish speaking public.
Executive Ethics Commission	NA
Financial and Professional Regulation	See 14a above.
Guardianship and Advocacy Commission	Same as (a).
Healthcare and Family Services	The numbers are generated by geographical need based on customer/client makeup and population demand.
Historic Preservation	None
Human Rights Commission	0
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on the charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as Investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual option positions. Additionally, the Department has its "Filing A Charge of Discrimination" brochure in 15 different languages.
Human Services	From the calls/inquiries by phone or email received from Spanish speaking customers; from management observation based on frequency of need for interpreters; review of underserved areas; customer/community/student needs; census data; annual survey of patient needs;
Illinois Board of Higher Education	N/A
Illinois Commerce Commission	The Consumer Services Division tracks data on the number of requests for service in Spanish via call center software. The number of Spanish language calls received justify the need for bilingual staffing of our call center. The percentage of calls that we are able to answer with our current staffing level guides us in the determination of how many positions are needed.
Illinois Health Information Exchange Authority	N/A. The Agency has limited direct engagement with external clients.
Insurance	Bilingual needs and positions are determined by Senior Management based on demand within each geographical area.
Juvenile Justice	Bilingual needs of clientele vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be requires to assist with bilingual need on an intermittent basis. Also, time logs were kept this year by staff to determine if bilingual skills were used for at least 10% of an employees day.
Labor Department	Management continually analyzes information from our Intranet SharePoint spreadsheet as well as daily office activities to determine Spanish-speaking staffing necessary to provide effective client services.
Labor Relations Board	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred this past year.
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff
Lottery	NA
Natural Resources	Same as #3

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in job descriptions. However, we do provide our Spanish-speaking clients with translation services.
Prisoner Review Board	Review of the day to day operations, bilingual requests, and incoming/outgoing phone calls.
Property Tax Appeal Board	Two employees in our Des Plaines office, one clerical and one Administrative Law Judge, have the ability to respond to Spanish speaking clients; to date this option has not been needed.
Public Health	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our limited English proficient population.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual services are necessary.
Revenue	Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.
State Police	The agency relies on supervisors to evaluate the need for bilingual positions
Transportation	See above.
Veterans Affairs	Most of the Agency's needs for spanish speaking positions are within the Veterans' Service Officer positions since they're in direct contact with Veterans and their families. Their needs are tracked and managed through Cyber Vet.
Workers Compensation Commission	SPECIAL SERVICE REQUESTS

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with no bilingual staff:</b> How does the agency determine that it does not require any bilingual staff?
Agriculture	N/A
Capital Development Board	There have been no instances in which bilingual staff has been necessary to communicate with any of our industry partners.
Civil Service Commission	The Civil Service Commission has jurisdiction over employees of the State of Illinois. The Commission has never encountered a need to service an employee who was unable to speak english.
Developmental Disabilities Council	The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes the master contract to assist people who speak Spanish or other languages when necessary.
Emergency Management Agency	NA
Gaming Board	the IGB has not experienced a demand from the public that would the requirement of bilingual staff. We will re-evaluate as needed.
Investment Board	Illinois State Board of Investment has extremely minimal contact with the general public. Most inquiries go directly to the State Retirement Systems in Springfield for disposition.
Law Enforcement Training and Standards Board	We are a law enforcement board that communicates almost entirely with law enforcement and government agencies.
Military Affairs	By determining whether the employees can understand the language used at the work site.
Pollution Control Board	Review of logs
Sentencing Policy Advisory Council	SPAC is a research entity that reports to the three branches of government. We do not provide direct services to individuals.
State Fire Marshal	The Agency determines the number of bilingual positions needed to render effective services throughout the state of Illinois based on translations needed for our filed staff and phone calls received in our offices. We have bilingual positions located in our Springfield and Chicago Offices and in areas of the state where the demand is greater. At this time, all bilingual positions at our agency are Spanish speaking positions.
State Police Merit Board	our act requires all applicants to be Illinois state troopers speak English. We have never had to utilize anyone to translate a conversation.
State Retirement Systems	SRS serves its members and retirees who either are or were State of Illinois employees. There have been extremely few instances in years past that have required interpretation services for deaf or hard of hearing customers and no customers who required bilingual services due to a language barrier. Unlike many other agencies, SRS does not serve the general public who may require interpretation services.
Tax Tribunal	The docket system tracks the need for bilingual services. As there has been no need for bilingual services, it was determined there was no need for bilingual staff.

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.
Aging	Senior Helpline Client Tracking System
Agriculture	Call log
Arts Council	Our agency does not track translation inquiries.
Capital Development Board	N/A
Central Management Services	Telephone calls, call logs, email notes, case management software, online applications, direct contact through public presentations and seminars, and limited English proficiency (LEP) tracking practices.
Children and Family Services	Budget and Finance billing of calls and database of families requiring services in Spanish, SACWIS data system indicating the language of preference, case management software.
Civil Service Commission	not applicable
Commerce and Economic Opportunity	Translation/interpretation services are tracked in various ways, some by case management software, individual notes on meetings, events, phone calls/conferences, company visits, trade shows and trade missions.
Corrections	Facility call logs and Case Management software.
Criminal Justice Information Authority	0
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	Employees report usage to the Accountant & the Fiscal & Operations Director. In addition, they are tracked with the review of invoices for payment.
Emergency Management Agency	Master contract usage
Employment Security	Master contractor, LEP tracking, software, IBIS
Environmental Protection Agency	AVAYA reporting for contact center software
Executive Ethics Commission	Generally noted if ever were to occur
Financial and Professional Regulation	The above number is an estimate. It is impossible to accurately track daily interactions with the public. The most consistent tracking system is through pre-approved translations for legal hearings.
Gaming Board	Email
Guardianship and Advocacy Commission	The Office of State Guardian tracks with case management software called CompuTrust. The Legal Advocacy and Human Rights programs use paper logs.
Healthcare and Family Services	Survey sent to all employees receiving bilingual pay. The total is from the received survey responses.
Historic Preservation	Not formally tracked. Have had a few instances at Historic Sites of non-English visitors or hard of hearing visitors.
Human Rights Commission	call log
Human Rights Department	It depends on the Division/Unit within the Department. The Department utilizes its internal case management system and federal case management systems to track cases. Calls are tracked in a number of ways (logs, calendars, production reports, etc.) and in accordance with the Department's Division/Unit policies and procedures.
Human Services	Call logs; Information Systems databases; emails; payment invoices to Chicago Area Interpreter Referral services and Propio Language Line; interview statements; individual service plans; assessment/sign-in sheets; case notes; requests for provisions of interpreters and/or Computer Aided Real-Time (CART) services; billing invoices
Illinois Board of Higher Education	0
Illinois Commerce Commission	Call center software- Spanish callers are tracked in queues that go only to Spanish speaking counselors.
Illinois Health Information Exchange Authority	Client calls requiring additional assistance are escalated internally - no such instances have occurred.
Insurance	Calls are logged on call sheets and we have a walk-in log, which separates English and non-English speaking consumers. The Department also tracks Spanish calls placed on our call center through the VOIP system.
Investment Board	N/A
Juvenile Justice	Case management cumulative summaries, employee time sheets and automated management systems.
Labor Department	This information is tracked by employees as received through the IDOL Intranet application for LEP
Labor Relations Board	log
Labor Relations Board - Educational	Call log
Law Enforcement Training and Standards Board	0
Lottery	N/A
Military Affairs	N/A

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.
Natural Resources	Although the DNR does have bilingual staff, there currently is not process in place to track or monitor bilingual needs or service provided to the public. The Department recognizes the to and will work with the internal technology staff to develop a tracking system on a statewide basis.
Office of Executive Inspector General	The number is derived from tallies of phone contacts from people who requested translation services and of interviews with state employees and others who requested translation services.
Pollution Control Board	Logged by Clerk's Office
Prisoner Review Board	n/a
Property Tax Appeal Board	Employees were notified to utilize the master contract for intepretation and translation services -- PTAB was not identified as having utilized those services.
Public Health	Interactions are tracked through databases, call logs and calendars.
Racing Board	The Board has no formal tracking mechanism in place as historically the number of instances has been insignificant.
Revenue	Interactions are tracked utilizing call logs and case management software.
Sentencing Policy Advisory Council	N/A
State Fire Marshal	Other
State Police	Estimated
State Police Merit Board	we would track them on a log if we ever had any to log
State Retirement Systems	N/A
Tax Tribunal	If there were a need, instances would be tracked in the Tribunal's docket system
Transportation	Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language translation. No interviews required this in FY'15.
Veterans Affairs	No current tracking method in place
Workers Compensation Commission	DAILY LOG

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices).						
Aging	7 Proprio Polish						
Agriculture	N/A						
Arts Council	0						
Capital Development Board	N/A						
Central Management Services	4						
Children and Family Services	2340 requests made for Spanish, Vietnamese, Swahili, Arabic, Chinese, Hindi, Polish, French.						
Civil Service Commission	not applicable						
Commerce and Economic Opportunity	Six						
Corrections	1-French; 1- Gujarati; 4- Polish; 1-Russian; 33- Spanish						
Criminal Justice Information Authority	NA						
Deaf and Hard of Hearing Commission	N/A						
Developmental Disabilities Council	NA						
Emergency Management Agency	4, Spanish						
Employment Security	10,627. The top 10 language requests were Spanish, Polish, Chinese (Cantonese & Mandarin), Arabic, French, Russian, Vietnamese, Hindi and Korean. Also used were Albanian, Burmese, Farsi, Italian, Lao, Lithuanian, Portuguese, Swahili, Urdu & others.						
Environmental Protection Agency	N/A						
Executive Ethics Commission	NA						
Financial and Professional Regulation	One - Spanish						
Gaming Board	n/a						
Guardianship and Advocacy Commission	NA						
Healthcare and Family Services	16482						
Historic Preservation	N/A						
Human Rights Commission	2						
Human Rights Department	The CMS summary indicates that the Department used the service (46) times for a total of 2,310 minutes. The primary source language was Spanish but Polish was also required.						
Human Services	Arabic - 35; Assyrian - 5; Bosnian - 10; Polish - 53; Swahili - 1; Spanish - 41; Vietnamese - 23; Korean 20; Albanian - 7; Hindi - 14; Japanese - 7; Urdu - 4; Lithuanian - 4; Russian - 8; Bulgarian - 19; Amharic - 7; Haitian Creole - 1; Mandarin - 1; Tigrinya - 3; Sign Language - 1						
Illinois Board of Higher Education	N/A						
Illinois Commerce Commission	N/A						
Illinois Health Information Exchange Authority	0						
Insurance	19 instances total (Chinese-1, Tagalog-3, Korean-5, Mandarin-1, Persian-1, Polish-5, Portuguese-1, Russian-1, Vietnamese-1)						
Investment Board	N/A						
Juvenile Justice	N/A						
Labor Department	n/a						
Labor Relations Board	N/A						
Labor Relations Board - Educational	N/A						
Law Enforcement Training and Standards Board	NA						
Lottery	NA						
Military Affairs	N/A						
Natural Resources	N/A						
Office of Executive Inspector General	N/A						
Pollution Control Board	N/A						
Prisoner Review Board	n/a						
Property Tax Appeal Board	NA						
Public Health	202; 200 Spanish and 2 Polish						
Racing Board	NA						
Revenue	Albanian- 3 Arabic-7 Bengali-1 Burmese-5 Cantonese-2 Chin-1 Chin (Lai)-1 Filipino-1 French-12 German-1 Japanese-1 Korean-4 Mandarin-7 Polish-14 Russian-4 Spanish- 7772 Swahili-3 Ukrainian-2 Urdu-1 Vietnamese-3						
Sentencing Policy Advisory Council	N/A						
State Fire Marshal	N/A						
State Police	Albanian Korean	1 Arabic 1 Polish	1 Armenian 1 Portuguese	1 Cantonese 1 Spanish	3 French 20 Swahili	2	1

### FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices).
State Police Merit Board	na
State Retirement Systems	N/A
Tax Tribunal	N/A
Transportation	NA
Veterans Affairs	There were no requests
Workers Compensation Commission	N/A

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required.
Aging	N/A
Agriculture	A sign language interpreter is hired during the Illinois State Fair and DuQuoin State Fair.
Arts Council	0
Capital Development Board	N/A
Central Management Services	None
Children and Family Services	Agency staff use community agencies. A total of 2340 request were made for interpreter services.
Civil Service Commission	not applicable
Commerce and Economic Opportunity	No other services were utilized.
Corrections	Google Translate and IDOC Staff- Number unknown.
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	Independent Sign Language Interpreters are utilized on an as needed basis for staff who are hearing impaired to attend meetings, trainings, etc.
Developmental Disabilities Council	NA
Emergency Management Agency	None
Employment Security	Deaf Communication by Innovation and Chicago Area Interpreters were utilized several times during the FY for sign language interpreter services. Bishop Jill Kushner provided translation services into Spanish for an IJL brochure.
Environmental Protection Agency	N/A
Executive Ethics Commission	NA
Financial and Professional Regulation	None
Gaming Board	n/a
Guardianship and Advocacy Commission	Illinois Relay is used for the hearing impaired
Healthcare and Family Services	N/A
Historic Preservation	Occasionally we may contact the Illinois School for the Deaf or an employee with language skills for a large group of visitors.
Human Rights Commission	2
Human Rights Department	In addition to the language interpretation services phone line, the Department used Translation Smart to translate its brochures into various languages. Over the years, the Department's "Filing a Charge of Discrimination" brochure has been translated into 15 languages. The Department also utilizes its bilingual staff who receive the bilingual pay option and sign language interpreters (five for sign language interpreters).
Human Services	Current DHS bilingual employees; Polish Interpreters; Hispanic/Latino hotline; Spoken Language Interpreter Network; Center for sign and hearing; Change & Innovation; Chicago Hearing Society; Deaf Communication by Innovation; Language Access Metro Project; Multilingual Connections LLC; Computer Aided Real-Time Services
Illinois Board of Higher Education	N/A
Illinois Commerce Commission	None
Illinois Health Information Exchange Authority	The Agency makes available certain client resources in Spanish. The Agency used the State's Master contract for translation services, MultiLingual Servicws, LLC.
Insurance	N/A
Investment Board	N/A
Juvenile Justice	N/A
Labor Department	Bengali - 2 Bulgarian - 5 Lithuanian - 1 Mandarin - 3 Polish - 19 Russian - 2 Spanish - 61 Swahili - 2 Ukrainian - 4 Vietnamese - 2
Labor Relations Board	N/A
Labor Relations Board - Educational	N/A
Law Enforcement Training and Standards Board	NA
Lottery	NA
Military Affairs	NONE
Natural Resources	N/A
Office of Executive Inspector General	The OEIG did not utilize interpreter services. OEIG staff provided translation services to members of the public who contacted our office to lodge complaints, and to State employees in the context of investigative interviews.
Pollution Control Board	None
Prisoner Review Board	n/a

### FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required.
Property Tax Appeal Board	NA
Public Health	NA
Racing Board	Client-provided interpreter.
Revenue	In-house bilingual staff.
Sentencing Policy Advisory Council	N/A
State Fire Marshal	N/A
State Police	ISP Sworn Officers
State Police Merit Board	none
State Retirement Systems	N/A
Tax Tribunal	N/A
Transportation	None
Veterans Affairs	There were no requests
Workers Compensation Commission	N/A

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment?	Did your agency use census data?	Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients?	Did your agency use consent decrees?	Did your agency use data from telephone interpreters?
Aging	10	No	Yes	No	No
Agriculture	1	No	No	No	No
Arts Council	0	No	No	No	No
Capital Development Board	N/A	No	No	No	No
Central Management Services	Yes	Yes	Yes	No	Yes
Children and Family Services	214	Yes	Yes	Yes	Yes
Civil Service Commission	0	No	No	No	No
Commerce and Economic Opportunity	Management assessment when filling vacancies - three new positions were established with bilingual skills to meet business economic needs. One of those positions was filled for a two month period.	No	No	No	No
Corrections	0	No	No	No	No
Criminal Justice Information Authority	0	No	No	No	No
Deaf and Hard of Hearing Commission	7	No	No	No	Yes
Developmental Disabilities Council	0	No	No	No	Yes
Emergency Management Agency	NA	No	No	No	No
Employment Security	At least 127, to be in compliance with the State Services Assurance Act. Furthermore, during EO's review, this office made recommendations to divisions for hiring additional bilingual staff in certain DHR regions. EO asked divisions to perform an in-depth analysis of their bilingual needs, using certain statistical data as support. This process is on-going.	Yes	Yes	No	Yes
Environmental Protection Agency	3	No	No	No	No
Executive Ethics Commission	0	No	No	No	No
Financial and Professional Regulation	0	No	No	No	No
Gaming Board	n/a	No	No	No	No
Guardianship and Advocacy Commission	7	No	Yes	No	Yes
Healthcare and Family Services	N/A	No	No	No	No
Historic Preservation	N/A	No	No	No	No
Human Rights Commission	0	No	No	No	No
Human Rights Department	42	No	No	No	No
Human Services	522	Yes	Yes	Yes	Yes
Illinois Board of Higher Education	N/A	No	No	No	No
Illinois Commerce Commission	There have been no requests for services in languages other than English and Spanish in FY 2015. In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2015, 670 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 505 of these requests, for a 24.6% failure rate. There are daily unavoidable gaps in phone coverage due to our low staffing level. We have determined that we need an additional Spanish speaking counselor.	No	No	No	No
Illinois Health Information Exchange Authority	0	No	No	No	No
Insurance	N/A	No	No	No	No

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment?	Did your agency use census data?	Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients?	Did your agency use consent decrees?	Did your agency use data from telephone interpreters?
Investment Board	N/A	No	No	No	No
Juvenile Justice	3	Yes	No	No	Yes
Labor Department	n/a	No	Yes	No	Yes
Labor Relations Board	N/A	No	No	No	No
Labor Relations Board - Educational	There is not a need for a bilingual employee at this time.	No	No	No	No
Law Enforcement Training and Standards Board	0	No	No	No	No
Lottery	NA	No	No	No	Yes
Military Affairs	N/A	No	No	No	No
Natural Resources	The Department requests information from managers on a statewide basis to provide details on critical hiring needs. Human Resources request analysis on bilingual needs that may have occurred or to identify areas with which specific bilingual needs that have not been met.	No	No	No	No
Office of Executive Inspector General	N/A. While the OEIG provides translation services to clients who request them, no OEIG position descriptions require bilingual proficiency.	No	No	No	No
Pollution Control Board	N/A	No	No	No	No
Prisoner Review Board	2	No	No	No	No
Property Tax Appeal Board	0	No	No	No	No
Public Health	55	No	No	No	No
Racing Board	0	No	No	No	No
Revenue	Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-ins area where bilingual services are provided.	No	No	No	Yes
Sentencing Policy Advisory Council	0	No	No	No	No
State Fire Marshal	The Agency determines the number of bilingual positions needed to render effective services throughout the state of Illinois based on translations needed for our field staff and phone calls received in our offices. We have bilingual positions located in our Springfield and Chicago Offices.	No	No	No	No
State Police	NA	No	No	No	No
State Police Merit Board	0	No	No	No	No
State Retirement Systems	N/A	No	No	No	No
Tax Tribunal	0	No	No	No	No
Transportation	NA	No	No	No	No
Veterans Affairs	Not applicable	Yes	No	No	No
Workers Compensation Commission	N/A	No	No	No	No

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Aging	N/A	N/A
Agriculture	N/A	N/A
Arts Council	2 employees - PSA and Arts Council Coordinator - Spanish	0
Capital Development Board	N/A	N/A
Central Management Services	NA	NA
Children and Family Services	NA	- 6 Employees - Titles are Office Associate, Child Welfare Specialist, Child Welfare Advanced Specialist, and Public Service Administrator - An employee receives TA pay for the portion of the day he/she is providing bilingual services
Civil Service Commission	na	na
Commerce and Economic Opportunity	N/A	N/A
Corrections	7-Correctional Officers- Spanish 1- Correctional Officers- Polish 3- Correctional Residence Counselors- Spanish 1- Correctional Counselor- Spanish 1- Center Supervisor- Spanish 1- Executive 3- Spanish 1- Assistant Warden of Programs- Spanish	2- Correctional Officers- Spanish 2- Correctional Counselors II- Spanish
Criminal Justice Information Authority	NA	NA
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	NA	NA
Emergency Management Agency	NA	NA
Employment Security	Information is not tracked. Above answer is a "guesstimate", because information sought is not tracked. Additionally, it is not possible to survey employees who are not identified. We're assuming by diverse workforce & diverse clientele that at least some of these used another language at one point or another. However, not enough to receive bilingual pay.	There were none that we are aware of.
Environmental Protection Agency	5 Employees: 1 PSA, 2 Environmental Protection Engineers, 2 Vehicle Emission Compliance Inspectors. All 5 employees used Spanish.	N/A
Executive Ethics Commission	NA	NA
Financial and Professional Regulation	N/A	N/A
Gaming Board	Lucy Bautista-Office Coordinator-Spanish Bernardo Guillen-Gaming Special Agent-Spanish Fernando Cepada-Gaming Special Agent-Spanish	n/a
Guardianship and Advocacy Commission	NA	NA
Healthcare and Family Services	N/A	1 Paralegal Assistant (Spanish) (7/8/2014 - 9/30/2014)
Historic Preservation	One employee - Site Interpreter - French	N/A
Human Rights Commission	n/a	n/a
Human Rights Department	N/A	N/A
Human Services	3 Mental Health Techs - Spanish 1 Physician - Spanish 2 Residential Services Supervisor - Spanish 2 Social Worker - Spanish PSA - Sign language 2 Mental Health Techs - sign language 1 psychiatrist - Spanish 1 Medical Director - Spanish 1 Managed Care Coordinator - Polish 1 Nurse Educator - Spanish 1 Speech Therapist - Sign Language	1 Office Coordinator 14 Human Service Caseworkers 2 Public Aid Eligibility Assistant 5 Human Services Casework Manager 1 Public Aid Quality Control Reviewer 2 Office Clerks 1 Switchboard Operator All above were for Spanish speaking skills and were utilized on an as-needed basis ranging from a 1/2 day to a couple of months - all depending on staffing and client needs at the time.
Illinois Board of Higher Education	N/A	N/A
Illinois Commerce Commission	N/A	N/A
Illinois Health Information Exchange Authority	N/A	N/A
Insurance	N/A	N/A
Investment Board	N/A	N/A
Juvenile Justice	5 Juvenile Justice specialist - Provides Spanish translation, written and oral 1 Administrative Assistant I - Provides Spanish translation, written and oral	N/A

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Labor Department	Director - Spanish Assistant Director - Mandarin Chinese FLS Division Manager - Spanish CIO - Spanish Private Secretary II - Spanish Office Associate - Spanish	n/a
Labor Relations Board	One employee, PSA, Spanish	N/A
Labor Relations Board - Educational	1 Employee: SPSA, Spanish	N/A
Law Enforcement Training and Standards Board	NA	NA
Lottery	2, Lottery Sales Representatives and Spanish.	0
Military Affairs	N/A	N/A
Natural Resources	N/A	N/A
Office of Executive Inspector General	One Investigator and one Executive Assistant provided Spanish translation services.	N/A
Pollution Control Board	N/A	N/A
Prisoner Review Board	n/a	n/a
Property Tax Appeal Board	NA	NA
Public Health	NA	NA
Racing Board	(2) Veterinary Technicians - Spanish (1) License Clerk - Spanis	NA
Revenue	N/A	NA
Sentencing Policy Advisory Council	N/A	N/A
State Fire Marshal	N/A	N/A
State Police	NA	NA
State Police Merit Board	na	na
State Retirement Systems	N/A	N/A
Tax Tribunal	N/A	N/A
Transportation	NA	NA
Veterans Affairs	N/A	N/A
Workers Compensation Commission	N/A	N/A

## FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Why were agency positions designated with language options revised to delete the language option?
Aging	N/A
Agriculture	N/A
Arts Council	0
Capital Development Board	N/A
Central Management Services	NA
Children and Family Services	Bilingual designation not needed for these positions
Civil Service Commission	0
Commerce and Economic Opportunity	N/A
Corrections	n/a
Criminal Justice Information Authority	0
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	NA
Emergency Management Agency	NA
Employment Security	Not applicable.
Environmental Protection Agency	N/A
Executive Ethics Commission	NA
Financial and Professional Regulation	N/A
Gaming Board	n/a
Guardianship and Advocacy Commission	The position is a director position and the language option was not necessary for the interim position.
Healthcare and Family Services	Changes due to a reorganization.
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	N/A
Human Services	skills were no longer needed for the position
Illinois Board of Higher Education	N/A
Illinois Commerce Commission	N/A
Illinois Health Information Exchange Authority	N/A
Insurance	It was determined by the Agency that the employee no longer used Polish in performing the duties of his position.
Investment Board	N/A
Juvenile Justice	N/A
Labor Department	n/a
Labor Relations Board	N/A
Labor Relations Board - Educational	N/A
Law Enforcement Training and Standards Board	NA
Lottery	N/A
Military Affairs	N/A
Natural Resources	N/A
Office of Executive Inspector General	N/A
Pollution Control Board	N/A
Prisoner Review Board	n/a
Property Tax Appeal Board	NA
Public Health	The position was revised to remove the bilingual skill which was added to a higher level position instead. The area required only one bilingual position.
Racing Board	NA
Revenue	The rest of the series had already been abolished, and this position was no longer needed.
Sentencing Policy Advisory Council	N/A
State Fire Marshal	N/A
State Police	NA
State Police Merit Board	na
State Retirement Systems	N/A
Tax Tribunal	0
Transportation	NA
Veterans Affairs	N/A
Workers Compensation Commission	N/A

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name  <i>Agencies that reported no bilingual staff for FY15 are shaded in grey.</i>	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.									
	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
Aging	6	0	0	0	0	0	4	0	0	0
Agriculture	1	0	0	0	0	0	0	0	0	0
Arts Council	0	0	0	0	0	0	0	0	0	0
Capital Development Board	0	0	0	0	0	0	0	0	0	0
Central Management Services	7	0	0	0	0	0	0	0	0	0
Children and Family Services	142	4	3	1	0	0	6	0	0	0
Civil Service Commission	0	0	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	5	0	0	0	0	0	2	0	0	0
Corrections	7	2	0	2	5	0	5	1	1	1
Criminal Justice Information Authority	0	0	0	0	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	0	0	0	0	7	0	0	0
Developmental Disabilities Council	0	0	0	0	0	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0	0	0	0	0	0
Employment Security	136	5	4	0	6	2	1	0	0	0
Environmental Protection Agency	3	0	0	0	0	0	0	0	0	0
Executive Ethics Commission	0	0	0	0	0	0	0	0	0	0
Financial and Professional Regulation	11	0	0	0	0	0	0	0	0	0
Gaming Board	0	0	0	0	0	0	0	0	0	0
Guardianship and Advocacy Commission	6	0	0	0	0	0	1	0	0	0
Healthcare and Family Services	98	6	5	0	1	2	51	0	0	0
Historic Preservation	0	0	0	0	0	0	1	0	0	0
Human Rights Commission	3	0	0	0	0	0	0	0	0	0
Human Rights Department	30	0	0	0	0	0	0	0	0	0
Human Services	835	21	182	0	11	5	208	3	3	2
Illinois Board of Higher Education	0	0	0	0	0	0	0	0	0	0
Illinois Commerce Commission	4	0	0	0	0	0	0	0	0	0
Illinois Health Information Exchange Authority	0	0	0	0	0	0	0	0	0	0
Insurance	4	0	0	0	0	0	0	0	0	0
Investment Board	0	0	0	0	0	0	0	0	0	0
Juvenile Justice	5	0	0	0	0	0	0	0	0	0
Labor Department	12	0	0	0	0	0	0	0	0	0
Labor Relations Board	0	0	0	0	0	0	0	0	0	0
Labor Relations Board - Educational	0	0	0	0	0	0	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0	0	0	0	0	0	0
Lottery	3	0	0	0	0	0	0	0	0	0
Military Affairs	0	0	0	0	0	0	0	0	0	0
Natural Resources	0	0	0	0	0	0	2	0	0	0
Office of Executive Inspector General	1	0	0	0	0	0	0	0	0	0
Pollution Control Board	0	0	0	0	0	0	0	0	0	0
Prisoner Review Board	0	0	0	0	0	0	2	0	0	0
Property Tax Appeal Board	0	0	0	0	0	0	0	0	0	0
Public Health	11	0	0	0	0	0	18	0	0	0
Racing Board	0	0	0	0	0	0	0	0	0	0
Revenue	12	0	0	0	0	0	3	0	0	0
Sentencing Policy Advisory Council	0	0	0	0	0	0	0	0	0	0
State Fire Marshal	1	0	0	0	0	0	1	0	0	0
State Police	1	0	0	0	0	0	0	0	0	0
State Police Merit Board	0	0	0	0	0	0	0	0	0	0
State Retirement Systems	0	0	0	0	0	0	0	0	0	0
Tax Tribunal	0	0	0	0	0	0	0	0	0	0
Transportation	11	0	0	1	0	0	3	0	0	0
Veterans Affairs	1	0	0	0	0	0	0	0	0	0
Workers Compensation Commission	3	0	0	0	0	0	0	0	0	0
<b>Statewide Totals:</b>	<b>1,359</b>	<b>38</b>	<b>194</b>	<b>4</b>	<b>23</b>	<b>9</b>	<b>315</b>	<b>4</b>	<b>4</b>	<b>3</b>

# FY 2015 Bilingual Needs and Bilingual Pay Survey

Agency Name	Is the Agency compliant with the State Services Assurance Act?	Bilingual union staff as of June 30, 2007	Bilingual union staff as of June 30, 2015
Aging	Yes	4	10
Agriculture	Yes	1	1
Arts Council	Yes	0	0
Capital Development Board	Yes	105	0
Central Management Services	Yes	0	7
Children and Family Services	No	154	148
Civil Service Commission	Yes	0	0
Commerce and Economic Opportunity	Yes	6	5
Corrections	No	45	35
Criminal Justice Information Authority	Yes	0	0
Deaf and Hard of Hearing Commission	Yes	3	7
Developmental Disabilities Council	Yes	0	0
Emergency Management Agency	Yes	0	0
Employment Security	Yes	117	146
Environmental Protection Agency	No	14	15
Executive Ethics Commission	Yes	0	0
Financial and Professional Regulation	No	21	10
Gaming Board	Yes	0	3
Guardianship and Advocacy Commission	Yes	7	5
Healthcare and Family Services	Yes	86	102
Historic Preservation	Yes	1	1
Human Rights Commission	Yes	3	3
Human Rights Department	No	21	26
Human Services	Yes	1,052	1,239
Illinois Board of Higher Education	Yes	0	0
Illinois Commerce Commission	Yes	4	3
Illinois Health Information Exchange Authority	Yes	0	0
Insurance	Yes	0	3
Investment Board	No	0	0
Juvenile Justice	No	11	20
Labor Department	Yes	7	13
Labor Relations Board	Yes	0	0
Labor Relations Board - Educational	Yes	0	0
Law Enforcement Training and Standards Board	Yes	0	0
Lottery	Yes	1	3
Military Affairs	Yes	0	0
Natural Resources	Yes	0	2
Office of Executive Inspector General	Yes	0	0
Pollution Control Board	Yes	0	0
Prisoner Review Board	Yes	1	2
Property Tax Appeal Board	Yes	0	2
Public Health	Yes	12	24
Racing Board	Yes	4	4
Revenue	Yes	0	13
Sentencing Policy Advisory Council	No	0	0
State Fire Marshal	Yes	0	2
State Police	Yes	1	1
State Police Merit Board	Yes	0	0
State Retirement Systems	Yes	0	0
Tax Tribunal	Yes	0	0
Transportation	Yes	6	15
Veterans Affairs	Yes	1	1
Workers Compensation Commission	Yes	2	2
<b>Statewide Totals:</b>		<b>1,690</b>	<b>1,873</b>

# Appendix 5

Illinois Department of Human Rights  
Agency EEO/Affirmative Action Profiles



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department on Aging

**Acting Director:** Kris Smith

**EEO/AA Officer:** Rosemary McNamara

**Agency Workforce:** 168

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during this quarter, there there was 1 opportunity, and 1 Hispanic, or 100%, addressed this goal. For females, during this quarter, there were no opportunities to address this goal.

**THIRD THROUGH FOURTH QUARTERS (1/1/15 THROUGH 6/30/15)**

As of 1/1/15, agency underutilization was 1 Female, 2 Hispanics, and 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals. For females, during these quarters, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 Female, 3 Hispanics, and 1 Asian. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Agriculture

**Acting Director:** Warren D. Goetsch, P. E.

**EEO/AA Officer:** Linda Rhodes

**Agency Workforce:** 325

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 34 Females, 3 African Americans, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 34 Females, 3 African Americans, and 3 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 34 Females, 3 African Americans, and 3 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was 1 opportunity and 100% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 32 Females, 3 African Americans, and 3 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there were 1 opportunity and 1 or 100% addressed this goal

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 34 Females, 3 African Americans, and 3 Asians. For minorities, during the year, there were 3 opportunities that did not address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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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:** 11

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Capital Development Board

**Executive Director:** Jodi Golden

**EEO/AA Officer:** Heather Humphrey

**Agency Workforce:** 140

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 11 Females, 1 African American, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 11 Females, 1 African American, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 10 Females, 1 African American, and 1 Asian. For minorities, there was 1 opportunity and 1 or 100% (1 Asian) addressed this goal. For females, there were 2 opportunities and 2 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15 agency underutilization was 8 Females and 1 African American. For minorities there were 2 opportunities that did not address this goal. For females, there was 1 opportunity that addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 11 Females, 1 African American, and 1 Asian. For minorities, during the year there were 4 opportunities and 1 or 25% (1 Asian) addressed this goal. For females, there were 5 opportunities and 4 or 80% addressed this goal. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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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. During the year, the agency achieved parity for Asians.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Central Management Services

**Acting Director:** Tom Tyrrell

**EEO/AA Officer:** Fred Stewart, II

**Agency Workforce:** 1,349

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 66 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 17 opportunities and 4 or 24% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was one opportunity that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 62 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 21 opportunities and 5 or 24% addressed this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 66 Females, 4 African Americans, 32 Hispanics, and 2 Asians. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 43 opportunities and 9 or 21% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

This agency is at parity for people with disabilities. During FY15, there were too few opportunities to address minority goals. The agency's performance for female goal compliance was 21%, which is significantly lower than DHR's standard of 38%. The agency will be referred to the Department of Central Management Services for training.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Acting Director:** George H. Sheldon

**EEO/AA Officer:** Daniel Fitzgerald

**Agency Workforce:** 2,701

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		*	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 2 Females, 1 African American, 2 Hispanics, and 64 Asians . For minorities, during this quarter, there were 26 opportunities and none addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females, 1 African American, 2 Hispanics, and 64 Asians. For minorities, during this quarter, there were 14 opportunities and 4 or 29% (1 Hispanic and 3 Asians) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Female, 1 African American, 1 Hispanic, and 61 Asians. For minorities, during this quarter, there were 16 opportunities and 1 or 6% (1 African American) addressed these goals. For females, there were 4 opportunities that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Female, 1 Hispanic, and 61 Asians. For minorities, during this quarter, there were 12 opportunities and 1 or 8% (1 Asian) addressed these goals. For females, there was one opportunity that addressed this goal. Agency achieved parity for females.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 2 Females, 1 African American, 2 Hispanics, and 64 Asians. For minorities, during the year, there were 68 opportunities and 6 or 9% (1 African American, 1 Hispanic, and 4 Asians) addressed these goals. This agency achieved parity for females. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*During the fiscal year, the agency achieved parity for females and African Americans and is at parity for people with disabilities. For minorities, the agency's primary goal was to address the high underutilization of Asians. A strategic recruitment plan was written to focus its efforts to address the method to increase the number of qualified Asian applicants for employment thereby, ultimately increasing the number of successful candidates. The agency's Asian American Council has expanded their recruitment to participate at job fairs with professional organizations and colleges/universities. The agency has also a partnership with universities that have added the agency curriculum and certification to their social work classes; also the agency is exploring/expanding the degrees that qualify for job positions with the agency. With this partnership, the schools that offer undergraduate and/or graduate degrees in social work or other degrees recognized by the agency to serve as "feeders" for the agency and which have significant Asian student populations. As a result of these efforts, the agency hired Asians to address their goals. The agency documented a good faith effort and because of this was granted an exception.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 3

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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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

**Director:** James Schultz

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 315

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 12/31/14)**

Agency underutilization at the beginning of FY15 was 1 Hispanic and 4 Asians. For minorities, during this quarter, there were three opportunities that did not address these goals. This agency is at parity for females and people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there were four opportunities that did not address these goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Hispanic and 4 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 Hispanics and 4 Asians. For minorities, during the year, there were 9 opportunities and 1 or 11% (1 Asian) addressed these goals. This agency is at parity for females and for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*The agency had too few opportunities to address the minority goals to consider for affirmative action evaluation.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Commerce Commission

**Executive Director:** Cholly Smith

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 216

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 18 Females and 4 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 18 Females and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address minority goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 18 Females and 4 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 18 Females and 4 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there was 7 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 18 Females and 4 Asians. For minorities, during the year, there were 5 opportunities that did not address these goals. For females, there were 7 opportunities that did not address this goal. This agency is at parity for people with disabilities.

Agency in compliance ☒

Agency in non-compliance ☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Corrections

**Acting Director:** John R. Baldwin

**EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 11,222

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 525 Females, 54 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during this quarter, there were 58 opportunities and 4 or 7% (4 African Americans) addressed these goals. For females, there were 161 opportunities and 29 or 18% addressed this goal. This agency is underutilized by 233 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 496 Females, 50 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during this quarter, there were 42 opportunities and 6 or 14% (3 African Americans, 1 Hispanic, and 2 Asians) addressed these goals. For females, there were 76 opportunities and 22 or 29% addressed this goal. This agency is underutilized by 233 people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 474 Females, 47 African Americans, 25 Hispanics, 27 Asians, and 4 American Indians. For minorities, during this quarter, there were 82 opportunities and 12 or 15% (7 African Americans, 1 Hispanic, 3 Asians, and 1 American Indian) addressed these goals. For females, there were 174 opportunities and 39 or 22% addressed this goal. This agency is underutilized by 231 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 435 Females, 40 African Americans, 24 Hispanics, 24 Asians and 3 American Indians. For minorities, during this quarter, there were 40 opportunities and 5 or 13% (3 African Americans and 2 Asians) addressed these goals. For females, there were 241 opportunities and 35 or 15% addressed this goal. This agency is underutilized by 231 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 525 Females, 54 African Americans, 26 Hispanics, 29 Asians, and 4 American Indians. For minorities, during the year, there were 222 opportunities and 27 or 12% (17 African Americans, 2 Hispanics, 7 Asians, and 1 American Indian) addressed these goals. For females, there were 652 opportunities and 125 or 19% addressed this goal. This agency is underutilized by 231 people with disabilities.

### **FINDINGS**

Agency in compliance

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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 FY15, the agency EEO/AA Officer developed a Local Workforce Investment Act (LWIA) pilot program that would help the agency identify candidates for the Correctional Officer trainee position. The program started in one region of the state and was expanded into another region, were the agency has one facility. As of this time, the program has had good results and the facility in that region has hired minorities that will address underutilization. This program will help increase the participation of minorities and women, and will be permanent and applied throughout the state. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contacts with professional organizations. For these reasons, the agency was granted an exception.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano

**EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Criminal Justice Information Authority

**Executive Director:** John Maki

**EEO/AA Officer:** Luz Agosto

**Agency Workforce:** 65

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

This agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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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:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Educational Labor Relations Board

**Chairman:** Andrea Waintroob

**EEO/AA Officer:** Renee Strickland

**Agency Workforce:** 10

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Emergency Management Agency

**Director:** James K. Joseph

**EEO/AA Officer:** Kevin Moore

**Agency Workforce:** 201

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was one opportunity that failed to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 11 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 10 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 5 opportunities and 3 or 60% addressed these goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the female goal and no opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Employment Security

**Director:** Jeffery D. Mays

**EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 1,196

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 5 Females and 14 Asians. For minorities, during this quarter, there was 1 opportunity that did not address this goal. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 5 Females and 14 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 4 Females and 14 Asians. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Asian) addressed this goal. For females, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 4 Females and 13 Asians. For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 Asian) addressed this goal. For females, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 5 Females and 14 Asians. For minorities, during the year, there were 8 opportunities and 2 or 25% (2 Asians) addressed this goal. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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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:** Environmental Protection Agency

**Director:** Lisa Bonnett

**EEO/AA Officer:** Jill Johnson

**Agency Workforce:** 750

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginng of FY15 was 85 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 84 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 84 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 9 opportunities and 5 or 56% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 79 Females, 2 African Americans, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginng of FY15 was 85 Females, 2 African Americans, and 2 Asians. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 14 opportunities and 6 or 43% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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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:** 447

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 2 Females and 11 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (2 Asians) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females and 9 Asians. For minorities, during this quarter, there were 3 opportunities and none addressed these goals. For females, during this quarter, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 2 Females and 9 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were 2 opportunities and 2 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 9 Asians. For minorities, during this quarter, there were no opportunities to address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 2 Females and 11 Asians. For minorities, during the year, there were 7 opportunities and 2 or 29% (2 Asians) addressed these goals. Agency achieved parity for females. This agency at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals. During the year, the agency achieved parity for Females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Matt Perez

**EEO/AA Officer:** Jodi Schrage

**Agency Workforce:** 122

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 4 Females and 3 African Americans. For minorities, during these quarters, there were no opportunities to address these goals. For females, during these quarters, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Gaming Board

**Administrator:** Mark Ostrowski

**EEO/AA Officer:** Karen Weathers

**Agency Workforce:** 169

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was one opportunity that did not address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was one opportunity that did not address this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were 3 opportunities and 1 or 33% (1female) addressed this goal. This agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 11 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 12 Females, 1 Hispanic, and 4 Asians. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 5 opportunities and 1 or 20% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Guardianship and Advocacy Commission

**Executive Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Gia Orr

**Agency Workforce:** 103

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization for the beginning of FY15 was 2 Asians. For minorities, during this quarter, there were two opportunities that did not address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND THROUGH THIRD QUARTERS (10/1/14 THROUGH 3/31/15)**

As of 10/1/14, agency underutilization was 2 Asians. For minorities, during these quarters, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 2 Asians. For minorities, during this quarter, there was one opportunity that did not address this goal.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Healthcare and Family Services

**Director:** Felicia F. Norwood

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,057

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 6 African Americans, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 African American) addressed these goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 5 African Americans, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Hispanic) addressed these goals. Agency achieved parity for Hispanics.

**THIRD THROUGH FOURTH QUARTERS (1/1/15 THROUGH 6/30/15)**

As of 1/1/15, agency underutilization was 5 African Americans and 3 Asians. For minorities, during these quarters, there were no opportunities to address these goals.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 6 African Americans, 1 Hispanic, and 3 Asians. During the year, there were 8 opportunities and 2 or 25% (1 African American and 1 Hispanic) addressed these goals. This agency is at parity for females. The agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals. The agency is at parity for females and during the year the agency achieved parity for Hispanics.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Historic Preservation Agency

**Interim Director:** Garth Madison

**EEO/AA Officer:** Lori Tinsley

**Agency Workforce:** 140

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 1 Female, 3 African Americans, and 1 Asian. For females and minorities, there were no opportunities to address these goals during these quarters. This agency is underutilized by one person with a disability.

**FINDINGS**

Agency in compliance ☒ Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority or female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Human Rights Commission

**Executive Director:** N. Keith Chambers

**EEO/AA Officer:** Dr. Ewa I. Ewa

**Agency Workforce:** 18

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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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

**Director:** Rocco J. Claps

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 134

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 3 African Americans and 3 Asians. During this quarter, there no opportunities to address the minority goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there were no opportunities to address the minority goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there was one opportunity that failed to address the minority goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 3 African Americans and 3 Asians. During this quarter, there were no opportunities to address the minority goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 3 African Americans and 3 Asians. During the year, there was one opportunity that did not address the minority goals. The agency is at parity for females. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There was only one opportunity to address the minority goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Services

**Acting Secretary:** James T. Dimas

**EEO/AA Officer:** Corey-Anne Gulkewicz

**Agency Workforce:** 13,153

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 65 Females, 22 African Americans, 125 Hispanics, 152 Asians, and 1 American Indian. For minorities, during this quarter, there were 76 opportunities and 16 or 21% (5 African Americans, 6 Hispanics, 5 Asians) addressed these goals. For females, there were 29 opportunities and 10 or 34% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 55 Females, 17 African Americans, 119 Hispanics, and 147 Asians. For minorities, during this quarter, there were 267 opportunities and 46 or 17% (4 African Americans, 19 Hispanics, and 23 Asians) addressed these goals. For females, there were 38 opportunities to address this goal and 38 or 100% addressed this goal.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 17 Females, 13 African Americans, 100 Hispanics, and 124 Asians. For minorities, during this quarter, there were 101 opportunities and 9 or 9% (1 Hispanic, 6 African Americans and 2 Asians) addressed these goals. For females, there were 6 opportunities and 2 or 33% addressed this goal.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 15 Females, 7 African Americans, 99 Hispanics, and 122 Asians. For minorities, during this quarter, there were 114 opportunities and 14 or 12% (1 African Americans, 7 Hispanics, and 6 Asians) addressed these goals. For females, there were 4 opportunities and 1 or 25% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 65 Females, 22 African Americans, 125 Hispanics, 152 Asians, and 1 American Indian. For minorities, during the year, there were 558 opportunities and 85 or 15% (33 Hispanics, 16 African Americans, and 36 Asians) addressed these goals. For females, there were 77 opportunities and 51 or 66% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance ☐ 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 77 opportunities and 51 or 66% addressed these goals, which exceeds the Department of Human Rights' standard of 38% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 25%, and a referral will be made to the Department of Central Management Services for training.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Independent Tax Tribunal

**Director:** James Conway

**EEO/AA Officer:** Kristene Callanta

**Agency Workforce:** 3

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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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 Insurance

**Acting Director:** Anne Melissa Dowling

**EEO/AA Officer:** Diana Villamil Zuver

**Agency Workforce:** 249

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 3 females. For minorities, the agency is at parity. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 3/31/15)**

As of 10/1/15, agency underutilization was 1 female. For females, there were no opportunities to address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 female. For females, there was 1 opportunity that did not address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 female. For females, there were 4 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 3 females. For minorities, the agency is at parity. For females, there were 8 opportunities and 2 or 25% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the female goal. The agency did achieve parity for females in region seven.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood

**EEO/AA Officer:** Alise White

**Agency Workforce:** 11

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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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 Juvenile Justice

**Director:** Candice Jones

**Acting EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 986

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 128 Females, 10 Hispanics, and 32 Asians. For minorities, during this quarter, there were 7 opportunities and 2 or 29% (2 Hispanics) addressed these goals. For females, there were 32 opportunities and 23 or 72% addressed this goal. This agency is underutilized by 3 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 105 Females, 8 Hispanics, and 32 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutilized by 3 people with disabilities.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 104 Females, 7 Hispanics, and 32 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there were 15 opportunities and 9 or 60% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 95 Females, 7 Hispanics and 32 Asians. For minorities, during this quarter, there were 6 opportunities and 2 or 33% (1Hispanic and 1 Asian) addressed these goals. For females, there were 23 opportunities and 14 or 61% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 128 Females, 10 Hispanics, and 32 Asians. For minorities, during the year, there were 17 opportunities and 5 or 29% (4 Hispanics and 1 Asian) addressed these goals. For females, there were 71 opportunities and 47 or 66% addressed this goal. This agency is underutilized by 3 people with disabilities.

#### **FINDINGS**

Agency in compliance

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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 Labor

**Director:** Hugo Chaviano

**EEO/AA Officer:** Ann Pufundt

**Agency Workforce:** 90

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

Agency at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Labor Relations Board

**Executive Director:** Melissa Mlynski

**EEO/AA Officer:** Carla Stone

**Agency Workforce:** 15

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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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:** Kevin McClain

**EEO/AA Officer:** Anthony Raffety

**Agency Workforce:** 18

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Lottery

**Superintendent:** B. R. Lane

**EEO/AA Officer:** Lydia S. Mills

**Agency Workforce:** 136

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER THROUGH FOURTH QUARTER (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 2 African Americans. For minorities during these quarters, there were no opportunities to address this goal. This agency is at parity for females and people with disabilities.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 2 African Americans. For minorities, during the year, there were no opportunities to address this goal. This agency is at parity for females and people with disabilities.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address minority goals this year.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Medical District Commission

**Executive Director:** Suzet McKinney, DrPh, MPH      **EEO/AA Officer:** Kesner Bienvenu

**Agency Workforce:** 12

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Military Affairs

**Brigadier General:** Richard J. Hayes Jr.

**EEO/AA Officer:** Anthony L. Boster

**Agency Workforce:** 219

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 26 Females and 3 Hispanics. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. For females, during this quarter, there was one opportunity that failed to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

Agency underutilization as of 10/1/14 was 26 Females and 2 Hispanics. For minorities, there were no opportunities to address this goal. For females, there were three opportunities that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 10/1/14, agency underutilization was 26 Females and 2 Hispanics. For minorities, during this quarter, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 26 Females and 2 Hispanics. For minorities, during this quarter, there were no opportunities to address this goal. For females, there were 3 opportunities and 1 or 33% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 26 Females and 3 Hispanics. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. For females, there were 7 opportunities and 1 or 14% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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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:** Department of Natural Resources

**Director:** Wayne A. Rosenthal

**EEO/AA Officer:** Franklin Johnson

**Agency Workforce:** 1,261

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:	*		
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 135 Females, 24 African Americans, 18 Hispanics, and 6 Asians. For minorities, during this quarter, there were 7 opportunities and 1 or 14% (1 Asian) addressed these goals. For females, there were 11 opportunities and 5 or 45% addressed these goals. At the beginning of the year, the agency was underutilized by 5 people with disabilities and at the end of the quarter, it was underutilized by 1 person with a disability.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 130 Females, 24 African Americans, 18 Hispanics, and 5 Asians. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (2 African Americans and 1 Asian) addressed this goal. For females, there were 9 opportunities that did not address these goals. At the end of the quarter, the agency was at parity for people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 130 Females, 22 African Americans, 18 Hispanics, and 4 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 10 opportunities that did not address this goal.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 130 Females, 22 African Americans, 18 Hispanics, and 4 Asians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 Asian) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 135 Females, 24 African Americans, 18 Hispanics, and 6 Asians. For minorities, during the year, there were 17 opportunities and 5 or 29% (2 African Americans and 3 Asians) addressed these goals. For females, there were 32 opportunities and 6 or 19% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

The agency met its disability goal and surpassed DHR's standard for minority goal performance. The agency's performance in regards to hiring females was 19%, which is significantly below the Department of Human Rights' standard of 38%, and efforts to recruit female candidates was not documented. The agency will be referred to the Department of Central Management Services for implementation of a training program to address underutilization.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police

**Director:** Leo P. Schmitz

**EEO/AA Officer:** Lieutenant Christy White

**Agency Workforce:** 2,905

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 10/30/14)**

Agency underutilization at the beginning of FY15 was 82 Females, 82 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 19 opportunities and 3 or 16% (3 African Americans) addressed these goals. For females, there were 24 opportunities and 4 or 17% addressed this goal. This agency is underutilized by 29 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 1/1/15, agency underutilization was 78 Females, 79 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. This agency is underutilized by 27 people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 75 Females, 79 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during this quarter, there were 52 opportunities and 12 or 23% (6 African Americans, 3 Asians, and 3 Hispanics) addressed these goals. For females, there were 19 opportunities and 6 or 32% addressed this goal. This agency is underutilized by 26 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 69 Females, 73 African Americans, 34 Hispanics, 23 Asians, and 16 American Indians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Asian) addressed these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 25 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 82 Females, 82 African Americans, 37 Hispanics, 26 Asians, and 16 American Indians. For minorities, during the year, there were 79 opportunities and 16 or 20% (10 African Americans, 3 Asians, and 3 Hispanics) addressed these goals. For females, there were 46 opportunities and 13 or 28% addressed this goal. This agency is underutilized by 25 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet the DHR standard of 25% for minority goals and 38% for female goal, in that it addressed minority goals 20% of the time and female goal only 28% of the time. ISP is granted an exception because it documented a good faith effort to recruit minorities and females and the availability rate of sworn personnel in Illinois is not as high as DHR's minimum compliance criteria. A Late Notice was issued this year in regards to one of the agency's DHR reports. The agency should strive to submit its reports on time.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police Merit Board

**Executive Director:** Ronald P. Cooley

**EEO/AA Officer:** Jenny Thornley

**Agency Workforce:** 6

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Pollution Control Board

**Executive Director:** Thomas Johnson

**EEO/AA Officer:** Kathryn L. Griffin

**Agency Workforce:** 22

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**FIRST THROUGH THIRD QUARTERS (7/1/14 THROUGH 3/31/15)**

Agency underutilization at the beginning of FY15 was 1 Female. For females, during these quarters there were no opportunities to address this goal. The agency is at parity for minorities. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 female. For females, during this quarter, there was 1 opportunity that did not address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 female. The agency is at parity for minorities. For females, there was 1 opportunity that did not address this goal. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance



Agency in non-compliance



**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address underutilization.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Prisoner Review Board

**Chairman:** Craig Findley

**EEO/AA Officer:** Nichole Damhoff

**Agency Workforce:** 23

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Property Tax Appeal Board

**Executive Director:** Louis Apostol

**EEO/AA Officer:** Becky Hesse

**Agency Workforce:** 30

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

The agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Public Health

**Director:** Nirav D. Shah, M.D., J.D.

**EEO/AA Officer:** Robin Tucker-Smith

**Agency Workforce:** 1,159

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 1 African American, 1 Hispanic, and 1 Asian. For minorities, during this quarter there was 1 opportunity and 1 or 100% (1 African American) addressed this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 1 Hispanic and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 Asian. For minorities, during this quarter, there were 4 opportunities that did not address these goals.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 1 African American, 1 Hispanic, and 1 Asian. For minorities, during the year, there were 6 opportunities and 2 or 33% (1 African American and 1 Hispanic) addressed these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals. The agency achieved parity for African Americans and Hispanics.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Domenic DiCera

**EEO/AA Officer:** Jackie Clisham

**Agency Workforce:** 45

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/14 THROUGH 6/30/15)**

Agency underutilization at the beginning of FY15 was 2 Females. For females, there were no opportunities during these quarters. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance	<input checked="" type="checkbox"/>	Agency in non-compliance	<input type="checkbox"/>
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**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address this goal.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Retirement Systems

**Executive Secretary:** Timothy B. Blair

**EEO/AA Officer:** Kelley Gray

**Agency Workforce:** 104

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:	X		
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

Agency at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Revenue

**Director:** Constance Beard

**EEO/AA Officer:** Chimaobi Enyia

**Agency Workforce:** 1,527

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 10 Females, 2 African Americans, 9 Hispanics, and 6 Asians. For minorities, during this quarter, there were 13 opportunities and 2 or 15% (1 Hispanic and 1 Asian) addressed these goals. For females, during this quarter, there were 10 opportunities and 8 or 80% addressed this goal. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Females, 2 African Americans, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For females, during this quarter, there were 2 opportunities and 2 or 100% addressed this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 1 African American, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were 5 opportunities that did not address these goals. Parity was achieved for females in the second quarter.

#### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 1 African American, 8 Hispanics, and 5 Asians. For minorities, during the quarter, there were no opportunities to address these goals. Parity was achieved for females in the second quarter.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 10 Women, 2 African Americans, 9 Hispanics, and 6 Asians. For minorities, during the year, there were 22 opportunities and 3 or 14% (1 African American, 1 Hispanic, and 1 Asian), addressed these goals. Parity was achieved for females in the second quarter. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

This agency achieved parity for females and people with disabilities. Although the agency failed to meet DHR's minimum compliance criteria of 25% for minorities, by only achieving 14% in regards to minority affirmative action performance, an exception was made due to the agency's good faith effort at addressing underutilization and developing a recruitment plan for FY16.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Secretary:** Randall Blankenhorn

**EEO/AA Officer:** Carlos Ramirez

**Agency Workforce:** 5,180

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 969 Females, 54 African Americans, 153 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (1 African American and 1 Hispanic) addressed these goals. For females, there were 13 opportunities and 6 or 46% addressed this goal. This agency is underutilized by 121 people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 963 Females, 53 African Americans, 152 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 13 opportunities and 7 or 54% (2 African Americans and 5 Hispanics) addressed these goals. For females, there were 6 opportunities and 2 or 33% addressed this goal. This agency is underutilized by 121 people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 961 Females, 51 African Americans, 147 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there were 11 opportunities and 7 or 64% (2 African Americans and 5 Hispanics) addressed these goals. For females, there was 7 opportunities and 2 or 29% addressed this goal. This agency is underutilized by 120 people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 959 Females, 49 African Americans, 142 Hispanics, 43 Asians, and 1 American Indian. For minorities, during this quarter, there was one opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there were 5 opportunities and 4 or 80% addressed this goal. This agency is underutilized by 119 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY15 was 969 Females, 54 African Americans, 153 Hispanics, 43 Asians, and 1 American Indian. For minorities, during the year, there were 27 opportunities and 17 or 63% (5 African Americans and 12 Hispanics) addressed these goals. For females, there were 31 opportunities and 14 or 45% addressed this goal. This agency is underutilized by 119 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

The agency does a good job in addressing its minority and female goals; however, its goal for people with disabilities remains high. Next year the agency should make use of the Successful Disability Opportunities program when it has code vacancies.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Veterans' Affairs

**Acting Director:** Erica L. Jeffries

**EEO/AA Officer:** Greg Dooley

**Agency Workforce:** 1,308

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 6 Females, 11 African Americans, 8 Hispanics, and 2 Asians. During this quarter, there were no opportunities to address the minority goals. During this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, underutilization was 5 Females, 11 African American, 8 Hispanics, and 2 Asians. During this quarter, there was 1 opportunity that did not address the female goals. For minorities, during this quarter, there were 13 opportunities and 3 or 23% (2 African Americans and 1 Hispanic) addressed these goals. This agency is at parity for people with disabilities.

### **THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, underutilization was 5 Females, 9 African Americans, 7 Hispanics, and 2 Asians. During this quarter, there were no opportunities to address the female goals. For minorities, during this quarter, there were 3 opportunities, which failed to address these goals. The agency is at parity for people with disabilities.

### **FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, underutilization was 5 Females, 9 African Americans, 7 Hispanics, and 2 Asians. For minorities during this quarter there was 1 opportunity to that did not address these goals. For females during this quarter there were no opportunities to address this goal.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY15 was 6 Females, 11 African Americans, 8 Hispanics, and 2 Asians. For minorities, there were 13 opportunities and 3 or 23% (2 African Americans and 1 Hispanic) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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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. For minorities, 3 of 17 hires, or 18% addressed goals. This performance fails to meet DHR's standard for minorities, however, the agency documented a good faith effort and prepared a recruitment plan.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Joann M. Frattiani

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 154

**Fiscal Year:** 2015

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST QUARTER (7/1/14 THROUGH 9/30/14)**

Agency underutilization at the beginning of FY15 was 4 Asians. During this quarter, there were 7 opportunities and 2 or 29% (2 Asians) addressed this goal. Agency is at parity for females. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/14 THROUGH 12/31/14)**

As of 10/1/14, agency underutilization was 2 Asians. During this quarter, there was one opportunity that did not address this goal.

**THIRD QUARTER (1/1/15 THROUGH 3/31/15)**

As of 1/1/15, agency underutilization was 2 Asians. During this quarter, there were no opportunities to address this goal.

**FOURTH QUARTER (4/1/15 THROUGH 6/30/15)**

As of 4/1/15, agency underutilization was 2 Asians. During this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed this goal

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY15 was 4 Asians. During the year, there were 9 opportunities and 3 or 33% (3 Asians) addressed the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

### FINDINGS

Agency in compliance

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Agency in non-compliance

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### RECOMMENDATIONS/COMMENTS

\*There were too few opportunities to address the minority goal.



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