



State of Illinois  
Illinois Department of Central Management Services

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# STATE OF ILLINOIS 2015

## *HISPANIC Employment Plan*



Respectfully submitted to the Illinois General Assembly  
by Central Management Services

APPENDICES



# Appendix 1

Letter from Acting Director McNeil



January 12, 2015

Agency Director  
Agency Name  
Street Address  
City, IL Zip Code

Dear (Agency Director)

Enclosed please find a copy of the 2015 State Hispanic Employment Plan, which the Department of Central Management Services is required to prepare and submit to the General Assembly, reporting each agency's activities in implementing the plan. The legislation is part of the Governor's commitment to diversity in our workforce, including recruitment, hiring, training, retention and promotion of Hispanic and bilingual employees.

Outlined in the body of this report you will find information on the status of the Hispanic workforce of individual agencies, as well as their accomplishments in meeting the objectives of this important legislation.

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

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

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

Sincerely,

Simone McNeil  
Acting Director

Attachment



## 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) \_\_\_\_\_ E-Par Number \_\_\_\_\_  
EEO Job Category \_\_\_\_\_ Bid Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Hire \_\_\_\_\_

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

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

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

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

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

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

- 6 Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

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

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) \_\_\_\_\_ E-Par Number \_\_\_\_\_  
EEO Job Category \_\_\_\_\_ Bid Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Hire \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:

Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
American Indian or Alaskan Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ Disabled \_\_\_\_\_

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

3. Number of individuals who applied or were on the list of 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	_____	_____	_____
_____ Disabled	_____	_____	_____
_____ Veterans	_____	_____	_____

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

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

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

6 Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

I have reviewed the eligibility list and concur/do not concur with this 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)]



# 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.



## 2015 State Hispanic Employment Plan Survey

Agency: Aging

Director/Secretary: John K. Holton

Submitted: 12/15/2014 4:48:00 PM

Certification: I Agree

Individual Information: Roseanne McNamara, HR Administrator, One Natural Resources Way, Ste. 100, Springfield, Il. 62702, 217-785-3347, Roseanne.McNamara

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following 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, 2014, 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

145

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Department completes and circulates its annual AAP/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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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No the numbers remain the same.

---

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

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.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?



---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

15

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

23

---

List the position titles.

AA I & II, Account Tech II, Executive I, SDS I, PSA, RTS II, Accountant

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

SDS I

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

26

---

List the position titles.

SPSA, PSA, Ex I, ISA I & II, SDS I

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

---

List the position titles.

Executive I

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The Department follows the CMS rules regarding random selection from the open competitive eligible list.

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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.

Random selection depends on the number of candidates to be hired, the number of interviews to be scheduled, and the number of referral letters to be sent.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Department 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.

---

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

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

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

Name: n/a

Title: n/a

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

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

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

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

0

---

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

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

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

n/a

---

## 2015 State Hispanic Employment Plan Survey

Agency: Agriculture

Director/Secretary: Robert F. Flider

Submitted: 12/15/2014 2:57:00 PM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Most of our Hispanic employees are in Meat and Poultry Inspection.

---

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

NA

---

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

We intend to fill several MPI vacancies up in Chicago area in CY '15. This could be a good opportunity to fill bilingual/Hispanic positions.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

NA

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

25

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

21

---

List the position titles.

Products and Standards inspector, Office associate, PSA, SPSA, Animal investigator, meat and poultry investigator, Executive I and II.

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

NA

---

How many employees were hired during FY 14? 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.

32

---

List the position titles.

Office Associate, MPI, PSA, SPSA, Products and Standards Inspector, Executive I and II, Warehouse Examiner.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

1

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List the position titles.

Meat and Poultry Inspector

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

6

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Sits in on all agency interviews and views all open competitive lists from CMS.

---

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

A vets come first then we try and get as many minorities as possible after that.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

This subject was covered in Senior Staff meeting.

---

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

NA

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The majority of our Hispanic employees is in MPI. Our initial plans are to hire several MIP positions up in Chicago area in CY '15.

---

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

Name: NA

Title: NA

Is this person an Executive senior staff member?: NA

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

NA

---

Is the Agency compliant with the State Services Assurance Act?

No

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

NA

---

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

NA

---

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

3

---

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

0

---

How many veterans were hired externally during the year?

11

---

How many were Hispanic veterans?

1

---

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

We have hired some employees off the SD competitive list as of late.

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## 2015 State Hispanic Employment Plan Survey

Agency: Arts Council

Director/Secretary: Tatiana Gant, Executive Dire

Submitted: 12/10/2014 3:15:00 PM

Certification: I Agree

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

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:



As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The IACA monitors and reviews the Quarterly reports submitted to the Illinois Department of Human Rights. During FY14, one Hispanic Male resigned in the Officials and Managers category.

---

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

Yes, one decrease.

---

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

IACA is a small Agency of 14 full-time employees. The Agency currently has one position that is an Office Specialist that is designated to the Spanish Speaking option. With only a few number of constituents that need technical assistance in Spanish; we are able to assist their needs with staff members who speak Spanish. One of which is a senior staff member.

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How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Senior Public Service Administrator and Public Service Administrator

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

Senior Public Service Administrator

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

Senior Public Service Administrator

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

NA

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The Agency's Personnel Manager who is also the EEO Officer will discuss the underutilized categories with senior staff. IACA is not underutilized in any category.

---

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

IACA has not had the opportunity to hire from an open competitive list for several years.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

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

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

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List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

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

Name: No

Title: NA

Is this person an Executive senior staff member?: No

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

IACA does not have an actual liaison to the Hispanic Community however, our Senior Public Service Administrator, Arts Council Program Representative and Public Service Administrator who are Hispanic will speak to groups or organizations if needed or called upon.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

NA

---

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

IACA employees, 75% being union employees, are allowed and encouraged to participate in the Upward Mobility Program which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit. Also, IACA employees are allowed and encouraged to participate in a variety of career enhancement programs offered by the Bureau of Training and Development.

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

0

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

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

None

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## 2015 State Hispanic Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Jim Underwood

Submitted: 12/4/2014 1:54:00 PM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

In FY14, CDB hired an AAI and Assistant Administrator externally. CDB has increased the number of Hispanic employees over the last two fiscal years. We continue to work towards increasing this number further, by working with minority groups to increase the candidate pool when jobs are posted.

---

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

One Hispanic employee departed the agency in FY14 (Chief-of-Staff) and two Hispanic employees were hired (AAI and Assistant Administrator).

---

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

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

---

How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

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How many Rutan interviews were conducted during FY 14?

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

5

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

10

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List the position titles.

Office Specialist Administrator Senior Technical Specialist Deputy General Counsel Office Associate Paralegal Assistant Chief-of-Staff Senior Project Manager Assistant Deputy Director

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

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List the position titles.

Chief-of-Staff

---

How many employees were hired during FY 14? 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

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List the position titles.

CDB Account Technician Office Coordinator Administrator Office Specialist Policy Advisor Assistant Deputy General Counsel Deputy General Counsel Technical Specialist AAI Office Coordinator Chief of Staff

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

---

List the position titles.

Assistant Administrator AAI

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

At CDB, the Personnel Administrator is also the EEO Officer. During the open competitive hiring process, our job postings are shared with minority groups to help spread the word about our vacancies and increase the number of minorities in the candidate pool.

---

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

If the agency is able to advance beyond veterans on the OC list, and the list is too large to realistically interview every candidate listed, the agency picks every 10th name on the list. If more candidates are needed from the same list, the same method is used to request additional names.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

CDB is a small agency that does limited hiring. We do not have a recruitment staff. However, the agency is committed to complying with all mandates in regards to the Hispanic Employment Plan.

---

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

Because of the limited size of Human Resources Staff, CDB does not have recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

CDB has a recruitment plan that includes distributing job postings to minority groups to increase the candidate pool for the positions we fill.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

No

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

Does not apply to CDB.

---

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

Upward Mobility CDB also offers tuition reimbursement and paid training to all employees, with supervisor approval.

---

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

4

---

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

0

---



How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

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

No recommendations were made to CDB.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Simone McNeil

Submitted: 12/30/2014 1:11:00 PM

Certification: I Agree

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

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

323	Officials and Managers
463	Professionals
72	Technicians
12	Protective Service Workers
57	Para-Professionals
35	Office and Clerical
329	Skilled Craft Workers
149	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,440

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

CMS employs one PSA, three Professionals, one Paraprofessional and one Office and Clerical employee who receive the bilingual pay supplement.

---

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

In 2014, CMS had four Professionals who received the bilingual pay supplement. This year, there are three Professionals and one Paraprofessional who receive the supplement.

---

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

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

---

How many Human Resources staff are there in your agency?

52

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

Senior Public Service Administrator.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

6

---

How many Rutan interviews were conducted during FY 14?

439

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

37

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

124

---

List the position titles.

SPSA, PSA, Office Assistant, Stationary Engineer, Office Coordinator, Automotive Shop Supervisor, Liability Claims Adjuster, Information Systems Analyst, Building Grounds Laborer, and Office Assistant.

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

3

---

List the position titles.

SPSA, Office Associate, Administrative Assistant

---

How many employees were hired during FY 14? 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.

174

---

List the position titles.

SPSA, PSA, Clerical titles such as Office Assistant, Professional titles such as Buyer and Buyer Assistant, Skilled Craft positions such as Automobile Mechanic, Plumber and Electrician, and Service Maintenance titles such as Janitor.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

8

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List the position titles.

Public Service Administrator, Account Tech, Student Intern, Senior Public Service Administrator and Office Specialist

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Sends out notice 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.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO Officer won't concur with a hire/promotion without the promotional or eligibility lists, when one exists. No meetings were scheduled during FY 14 because we were concentrating on recruiting.

---

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

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

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

Name: Carlos Charneco

Title: Senior Public Service Administrator

Is this person an Executive senior staff member?: No

---

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

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

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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

N/A

---

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

The Upward Mobility Program is available for assisting employees in getting a promotion as well as the tuition assistance program when funds are available. Additionally, employees are able to use the Illinois Statewide Training Clearinghouse to take courses that would enhance their skills

making them better candidates for promotions and/or their own self-development.

---

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

12

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

0

---

How many veterans were hired externally during the year?

26

---

How many were Hispanic veterans?

2

---

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

To recruit more Hispanics.

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## 2015 State Hispanic Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: Bobbie Gregg, Acting Direct

Submitted: 12/15/2014 4:33:00 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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

560	Officials and Managers
1,681	Professionals
29	Technicians
0	Protective Service Workers
91	Para-Professionals
234	Office and Clerical
2	Skilled Craft Workers
9	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

2,699

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

At the DCFS Director's request the Department recruited very intensively in various universities which had a high concentration of Hispanic students beginning in April 2014. The Office of Employee Services and Latino Services recruited Spanish bilingual candidates by visiting the schools of social work and psychology to providing presentations in classrooms and meeting with students during lunchtime and after school. As a result, many CMS100 applications were submitted by recently graduated students. Because CMS was running very behind on grading CMS100 applications, the Department hired many students as Children and Family Services Interns. Otherwise, the Department would have to have waited for CMS to grade their applications up to 5-6 months later and resulting in not be able to fill positions. By hiring Interns, DCFS bypassed the CMS hiring system.

---

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

With the exception of Officials and Managers which had an increase by one, all the other categories had a decrease overall. The total Hispanic count went from 202 to 194. The were some retirements that affect these numbers. The EEO categories requiring client contact such as, professionals went from 145 to 140 and clerks went from 17 to 15 in the past year.

---

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

Both the Office of Employee Services and Affirmative Action's Latino Services office had recruitment plans to hire Hispanics/Spanish bilingual staff. The Office of Employee Services, Training and Affirmative Action worked closely on a plan to place the DCFS curriculum in the schools of social work at Aurora, Loyola and Northeastern IL Universities this past year. Students who graduate from these schools will have already taken required trainings provided to new field staff workers in DCFS. This will create a pipeline of qualified student graduates who will be able to apply for paid intern titles which lead to Child Welfare Specialists and Child Protection Specialist. This will help meet the growing bilingual staff needs of the Department.

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How many Human Resources staff are there in your agency?

26

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How many of those Human Resources staff are minorities?

11

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

25

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How many Rutan interviews were conducted during FY 14?

73

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

25

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

284

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List the position titles.

Account Technician I Accountant Administrative Assistant I Child Development Aide III Child Protection Adv Specialist Child Protection Specialist Child Welfare Adm Case Reviewer Child Welfare Adv Specialist Child Welfare Nurse Specialist Child Welfare Senior Specialist Child Welfare Specialist Data Processing Specialist Day Care Licensing Rep II Executive I Executive II Executive Secretary III Human Resource Representative Human Resource Specialist Information Services Specialist I Information Systems Analyst II Management Operations Analyst II Office Administrator IV Office Assistant Office Associate Office Coordinator Para-Legal Assistant Public Service Administrator Reimbursement Officer I Senior Public Service Administrator Social Services Program Planner III Social Services Program Planner IV Technical Advisor II Technical Advisor III (RC)

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How many of the employees who vacated your agency during FY 14 were Hispanic?

18

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List the position titles.

Account Technician I Child Development Aide III Child Protection Adv Specialist Child Protection Specialist Child Welfare Adm Case Reviewer Child Welfare Adv Specialist Child Welfare Specialist Day Care Licensing Rep II Office Associate Office Coordinator Public Service Administrator

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

210

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List the position titles.

Account Technician I Account Technician II Administrative Assistant I Administrative Assistant

II Child Protection Specialist Child Welfare Adv Specialist Child Welfare Specialist Children & Family Service Intern Day Care Licensing Rep II Executive I Executive II Graphic Arts Designer Human Resource Specialist Information Services Specialist I Information Systems Analyst I Office Assistant Office Associate Office Clerk Office Specialist Para-Legal Assistant Public Service Administrator Reimbursement Officer I Senior Public Service Administrator Storekeeper Student Worker Technical Advisor II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

24

---

List the position titles.

Administrative Assistant II Child Protection Specialist Child Welfare Specialist Children & Family Service Intern Graphic Arts Designer Human Resource Specialist Office Associate Office Clerk Office Specialist Public Service Administrator Senior Public Service Administrator Storekeeper

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The EEO Officer provides underutilization reports quarterly to the DCFS Office of Employee Services identifying areas of underutilization. These reports are studied prior to making a random selection of candidates from the open competitive list.

---

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 inviting candidates to participate in the Rutan interview process. Candidates are selected based on the utilization needs of the position being filled and the desired education credentials desired for the position.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Office of Affirmative Action Latino Services networks with Latino coalitions to help bolster Latino and bilingual employment at DCFS. Job postings are sent to Latino coalitions and recruitment presentations are conducted once a year. Latino Services and the Selection and Recruitment Unit (S&R) attends a variety of recruitment events such as College/University Job Fairs, Unemployment Job Fairs, and visiting of community and junior colleges to identify the potential of various degrees and career opportunities in state government as well as training on the application process for state government. DCFS maintains an electronic mailbox for all inquiries regarding employment opportunities, recruitments, applications and general questions. As well as develops and produces recruitment/promotional literature for use when DCFS staff attends or recruits at community events and/or functions. In addition, S&R maintains and updates the agency's employment opportunity website and electronically posts all available vacancies on CMS website and college/university sites. S&R has developed and conducted workshop sessions designed to address the hiring and interview process. All academic interns are encouraged and

advised on how to apply for employment with DCFS prior to the end of their internships. The EEO Officer continues to meet with the Deputy Director of Human Resources to strategize on diversity promotions, specifically with respect to Latino and bilingual employees. The Office of Latino Services also maintains a Latino Events Calendar for the Department. The calendar identifies various Latino events throughout the State. This information is shared with the Office of Employee Services to be used for recruitment opportunities in the various Latino Communities statewide.

---

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

DCFS has recently hired a Spanish Speaking Human Resources Representative to focus on recruitment efforts for the Department, specifically focusing on Spanish Speaking positions.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The Office of Affirmative Action Latino Services and the Office of Selection and Recruitment are in constant communication in order to bolster recruitment efforts throughout the Latino communities of Illinois. Employment materials have been developed in both Spanish and English for Hispanic/bilingual recruitment. The Office of Affirmative Action Latino Services maintains a Latino events calendar for the entire state and continually updates the calendar. The Office of Employee Services accesses the calendar to signal the possibilities in targeting potential Hispanic candidates.

---

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

Name: Jose Lopez

Title: Public Service Administrator

Is this person an Executive senior staff member?: No

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

The Chief of the Latino Services is a policy-formulating administrator, oversees all Latino services and issues for the agency. Provides advice and guidance to the Director and Affirmative Action Deputy Director on matters involving Latino services; Acts as the liaison to various entities, such as, governmental, media, philanthropic and community officials. Oversees and monitors all Spanish-speaking services, assists with the recruitment of Spanish-speaking foster parents and the recruitment of Hispanic and bilingual worker positions. Networks with regional Latino coalitions and community-based organizations serving Latinos, in Illinois. Works closely with Mexican Consulate staff in relation to children being placed in temporary custody who are of Mexican origin. Ms. Gomez was recently hired in October to be the primary bilingual recruiter for the Department.

---

Is the Agency compliant with the State Services Assurance Act?

No

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

The Office of Affirmative Action and Latino Services complete a DCFS Hispanic/Bilingual Recruitment and Retention Plan in early 2013. The Underutilization, Retention and Recruitment Steering Committee members provide updates on their Hispanic/Bilingual employments efforts

and outcomes. Latino Services keeps a database of all Hispanic/bilingual applicants referred for grading to CMS. The Steering Committee reports on the number of persons on the CMS open competitive eligibility lists for frontline titles. Latino Services will cross reference interviewees with the existing recruitment databases. The Department has made significant strides in hiring Hispanic/Bilingual staff during the past fiscal year.

---

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

DCFS is comprised of a majority of collective bargaining staff. Promotions are mainly based on seniority. However, the Training Division provides ongoing skill based and self-development training to all staff. The Latino Advisory Committee Annual Conference affords staff the opportunity to enhance their skill based knowledge and personal self development. In addition, the Latino Advisory Committee coordinates the annual Latino Family Institute Training. This is a Training Conference and a series of workshops are designed for both DCFS and contracted private agency staff working with Latino families. The workshops are designed to promote better practices among frontline and management staff with respect to Latino issues in particular and child welfare practices in general. DCFS also provides Burgos Consent Decree training to address the cultural and language needs to Spanish-speaking families. Other trainings include: Illinois Association of Hispanic State Employees Conference, the Illinois Association of Agencies and Community Organizations and Migrant Advocacy Conference and the Latino Behavioral Health Conference.

---

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

161

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

19

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How many veterans were hired externally during the year?

17

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How many were Hispanic veterans?

2

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

DCFS did not incorporate recommendations made by the Hispanic Employment Advisory Council which recommended the hiring of bilingual Spanish speaking staff to front line positions due to the severe shortage of bilingual investigators and placement workers, prior to June 30, 2014. DCFS formed a Latino Workforce Issues Task Force in February 2014 which under the direction of two Deputies held numerous meetings with Latino workers, staff and the Director's office. Recommendations on recruitment, hiring of bilingual Spanish Speaking staff and the hiring of a new Spanish Speaking recruiter in the Office of Employee Services all started beginning July 2014 and are now in place. There have been 31 new front line workers hired to date since June 2014.

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## 2015 State Hispanic Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 12/3/2014 2:13:00 PM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

How many Human Resources staff are there in your agency?

0

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

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How many Rutan interviews were conducted during FY 14?

0

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

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List the position titles.

Administrative Assistant II

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How many of the employees who vacated your agency during FY 14 were Hispanic?

0

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List the position titles.

n/a

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

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List the position titles.

n/a

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How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

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List the position titles.

n/a

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

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

Name: n/a

Title: n/a

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

---

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---



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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

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

0

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

0

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How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

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

Not applicable. The Civil Service Commission currently has only 3 employees and only 4 funded full time positions. No positions were filled in the last fiscal year, nor was there an attempt to fill a position or conduct an interview. In addition, there is uncertainty as to the Commission's ability to fill the vacant position.

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## 2015 State Hispanic Employment Plan Survey

Agency: Commerce and Economic Opportunity

Director/Secretary: Director Adam Pollet

Submitted: 12/15/2014 4:44:00 PM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

408

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

FY14 Hispanic employee summary:	FY15 Hispanic employee summary:	11 –	
Official/Managers	14 – Official/Managers	5 – Professionals	5 –
Professionals	2 – Para-Professional	2 – Para-Professionals	1 –
Office/Clerical	1 – Office/Clerical	0 – Skilled Craft Worker	0 –
Skilled Craft Worker			

---

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

Regarding this question the Department is aware that it refers to Hispanics/Latinos vs. African-Americans. Therefore, during FY14 the Department hired: One (1) well-qualified Hispanic Male/Deputy Director, DCEO Office of Management Operations - Region 1/Cook County One (1) well-qualified Hispanic Male/Regional Manager, DECO Office of Regional Economic Development (Northwest Region) - Region 3/Rock Island County And during the 1st Qtr. of FY15 DCEO is scheduled hire one (1) well-qualified Hispanic Male Senior Public Services Administrative, DCEO Office of Local Government Initiatives - Region 7/Sangamon County

---

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

Determinations are made by management based on client and service needs of programs. Assessment is primarily evaluated with vacancies or work activity changes.

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How many Human Resources staff are there in your agency?

6

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Deputy Director DCEO Office of Management Operations - Region 1/Cook County

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

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How many Rutan interviews were conducted during FY 14?

21

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

2

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

42

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List the position titles.

1- Account Clerk 1 1- Account Tech 2 1 - Accountant 1- Administrative Asst. 1 1- Administrative Asst. 2 1- Economic Development Representative I 1- Energy & Natural Resources Specialist II 1- Human Services Grants Coordinator II 1- Industrial & Community Development Rep. I 2- Information Systems Analyst II 1-Local Housing Advisor II 6- Manpower Planner III 3- Office Coordinators 1- Office Coordinator, Opt.2 8- PSA, Opt. 1 1- PSA, Opt. 3 10- SPSA 1- Storekeeper

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How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

34

---

List the position titles.

3- Accountants 3- Accountant Advanced 1- Account Clerk I 2- Account Technicians II 1- Human Services Grants Coordinator II 1- Industrial & Community Development Representative I 1- Information Services Specialist II, Opt. A 1- Information Systems Analyst I, Opt. M 1- Office Coordinator, Opt. 2 2- Public Administrative Interns 3- Public Service Administrators, Opt. 1 1- Public Service Administrator, Opt. 8C 1-Public Service Administrator, Opt. 8L 12 - Senior Public Service Administrators, Opt. 1 1- Senior Public Service Administrator, Opt. 2

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

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List the position titles.

Deputy Director, DCEO Office of Management Operations - Region 1/Cook County Regional Manager, DECO Office of Regional Economic Development (Northwest Region) - Region 3/Rock Island County

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

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

The Director places great emphasis on hiring/promoting highly qualified Hispanic/Latino applicants and employees within management and professional level positions within the Department. The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training/Recruitment Manager maintain excellent business relations with internal and external recruitment sources such as: local churches; various Local and State Officials of Hispanic/Latino descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Diversity Enrichment Program; A Representative from the Chicago Urban League Workforce Development and Diversity Center; A Representative from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; the Manager of the CMS Veterans Outreach Program; President of the Illinois Association of Hispanic State Employees (IAHSE); Liaisons from the Illinois Dept. of Human Rights in Chicago and Springfield; Northern, Central and Southern Illinois Higher Educational Institutions; Illinois Worknet Centers to apprise these employment sources of current vacancies within DCEO as well as attempt to identify highly qualified applicants during our outreach efforts to future employment/career fairs which may be scheduled in areas that are predominately located in Hispanic/Latino communities. DCEO maintains a close relationship with the following community outreach partners, just to name a few: Amalia Riojaz, Senior Advisor to the Governor - Liaison for Statewide Latino/Latina Affairs - Office of Governor Pat Quinn The Honorable State Senator Iris Y. Martinez and the Honorable State Representative Cynthia Soto – Illinois Legislative Caucus Jose' M. Prado, President, Illinois Association of Hispanic State Employees (IAHSE) Jose' Lopez, Illinois State Director, League of United Latin American Citizens (LULAC) Guadalupe Preston, Executive Director, Service, Employment & Redevelopment (SER) for the Spanish Community of Chicago Blanca Vargas, Illinois State Director for Women, League of United Latin American Citizens Andrew Sund, President, Illinois Latino Council on Higher Education (ILACHE) and President of St. Augustine College in Chicago Eloy Salazar, Executive Director, Illinois Migrant Council (IMC) Sylvia Puente, Executive Director Latino Policy Forum Jaime Velasquez, Assistant Director, UIC Office of Career Services Oscar Gonzalez, Latina Connections of McLean County Barrett Sheeley (bilingual interpreter) - The Job Center, Jacksonville, IL. Elba Aranda-Suh, Director, National Latino Education Institute Susan Allen, Compliance Liaison, Illinois Department of Human Rights Chet Pinski, Compliance Liaison, Illinois Department of Human Rights Carlos Charneco, Manager, CMS Diversity Enrichment Program Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program Mac McKelvey, Manager, CMS Veteran's Outreach Program Statewide Agency EEO Managers State Agency Recruitment Managers Stephen Cantine, Director, Career Center of ISU Linda Moore, Director, EIU Career Services Tammy Craig, Director UIS Career Development Center Jaci DeBrun, Manager, CMS/ SD Program Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Governor's State University, Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale; SIU/Edwardsville. DCEO 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. DCEO was represented at the following Career/Job Fairs/Workshops, statewide conferences and special events/meetings: On 07-18-13, the Department participated during the Women Veteran's Fair sponsored by the Honorable State Representative Stephanie Kifowit, State Representative Linda Chapa LaVia and the Honorable State Senator Linda Holmes and Waubensee Community College in Aurora, IL On 09-26-13, the Department participated as a recruiter during the 36th Annual UIC Fall Diversity Job Fair, Chicago, Illinois. On 10-25-13, The Department participated at the 26th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference held at the Hyatt Regency McCormick Place Hotel, Chicago, Illinois On 12-31-13, the Department responded to recruitment applicants that were interested in employment at DCEO. We also made sure the applicants became familiar with DCEO's website and mission, programs and services, our position titles, recruitment booklet and the SD Program. In addition, Likewise, to notify highly qualified applicants about our vacancies when they occur based upon their educational background and work experience. On 01-20-14, the Department attended and networked with community leaders during the 39th Anniversary of the Springfield Club Frontiers International Annual Martin Luther King, Jr. Memorial Breakfast, Springfield, Illinois. On 02-09-14, The Department attended and networked with community leaders during the 93rd Annual Lincoln-Douglass Banquet sponsored by the Springfield Branch NAACP, Springfield, Illinois. On 03-27-14, the Department attended and networked with Asian-American undergrad, grad students and community leaders during the "Information & Application Workshop" sponsored by the Office of the Governor, CMS, and the Asian-American Employment Plan Advisory Council at the College of DuPage, Glen Ellyn, Illinois. As an active member of the Disability Hiring Initiative Committee (DHIC), DCEO along with other member state agencies assisted in the coordination and successful completion of two (2) State Employment Webinars for Persons with Disabilities. The first webinar was conducted on February 26, 2014, and 69 individuals participated. The second webinar was held on March 26, 2014, and 39 people attended in Springfield, Illinois. On June 24, 2014, the Department attended a 2-way video conferenced Minority Recruitment Strategy meeting hosted by CMS. Presentations were geared towards Personnel Managers, EEO Managers and Recruitment/Selection staff. In future, the Department planned and did participate at the upcoming 27th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference/Job Fair held on September 26, 2014 at the Midwest Conference Center in Northlake, Illinois. On a regular basis DCEO identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, 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. The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes. The Department maintains recruitment files compiled with lists of highly qualified individuals, including Hispanic/Latino applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources. Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding under-utilized areas when considering the hire or promotion of highly qualified Hispanic/Latino applicants for state service. The Office of Human Resources as well as the Office of Equal Opportunity Monitoring & Compliance assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application. DCEO's Agency-wide EO Compliance/Education and Training

Manager also identifies and refers highly qualified internal Hispanic/Latino employees to DCEO management staff for consideration when promotional opportunities arise.

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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.

Random selection was not part of the open competitive interview process.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

When DCEO' 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 DCEO Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or their staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws; Staff within the Office of Human Resources as well as DCEO' Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Hispanics/Latinos; DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics/Latinos to the workforce. On a regular basis DCEO/EOMC identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, the Department notified those staff members who are involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible. This information is monitored by DCEO/EOMC.

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

As previously stated, recruitment staff within the DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) attend monthly agency personnel managers' meetings as well as training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Hispanics/Latinos; DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics/Latinos to the workforce.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Please see response to Question #28.

---

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

Name: Not at this time. The Department plans to address this matter as soon as possible.

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

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

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

7

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

0

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How many veterans were hired externally during the year?

5

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How many were Hispanic veterans?

0

---

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

No direct recommendations were made to the Agency. However, through the continuous communication and outreach efforts of by the DCEO Agency-wide EO Compliance/Education & Training/Recruitment Manager, the Department continues to remain an active participant statewide sponsored Hispanic events. In addition, when job opportunities become available the DCEO Agency-wide EO Compliance/Education & Training/Recruitment Manager immediately sends out and shares this information with statewide Hispanic recruitment sources. One recruitment source that has been instrumental to many state agencies is the collaboration between IDHR and CMS. These two (2) entities work together to implement and schedule a number of informative employment workshops throughout State of Illinois which increases the opportunity for applicants to better understand the state hiring process, meet recruiters such as DCEO and hopefully obtain state jobs. As a forethought DCEO would like to recommend the following entities: HEP, IDHR and CMS work together to develop an electronic on-line training session for hiring authorities and HR personnel focusing on the history and importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts). Both



laws are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be mandatory within all state agencies, especially for hiring authorities and HR personnel, of which the current majority of staff are composed of non-minorities. One recommendation that DCEO requested and was implemented during FY14 dealt with Rutan training being made available in the Chicago area, not just in Springfield, Illinois. In future, DCEO hopes the State of Illinois will consider increasing the number of highly qualified minorities as Human Resource Managers.

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## 2015 State Hispanic Employment Plan Survey

Agency: Corrections

Director/Secretary: S.A. Godinez

Submitted: 12/15/2014 4:14:00 PM

Certification: I Agree

Individual Information: Karey Wanless, IDOC Personnel Manager, 1301 Concordia Court  
Springfield, IL 62794, 217-558-2200-, Karey.Wanless@doc.illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

11	Officials and Managers
35	Professionals
8	Technicians
215	Protective Service Workers
2	Para-Professionals
8	Office and Clerical
5	Skilled Craft Workers
9	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

358	Officials and Managers
1,346	Professionals
296	Technicians
7,625	Protective Service Workers
191	Para-Professionals
250	Office and Clerical
304	Skilled Craft Workers
680	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

11,352

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

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 cadets to target Hispanic candidates

---

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

Yes, the underutilization of Hispanics have been reduced from the prior fiscal year in EEO Job Categories of Official/Administrators, Professionals, Protective Service, Office/Clerical and Skilled Craft.

---

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

To continue to test willing bilingual employees and have job titles with Spanish Speaking option. Attending Hispanic related conferences, recruitment fairs, and providing IDOC Affirmative Action Plan for the State Hispanic Employment Plan

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How many Human Resources staff are there in your agency?

76

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How many of those Human Resources staff are minorities?

9

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

EEO/AA Officer

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

11

---

How many Rutan interviews were conducted during FY 14?

176

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

7

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

374

List the position titles.

SPSA /PSA	Correctional Locksmith	Educator	
Accountant	Corr. Maintenance Craftsman	Executive II	Account
Tech	Corr. Medical Tech.	Executive Secretary	Administrative
Asst.	Corr. Nurse	Human Resource Rep	
Chaplain	Correctional Officer	Librarian	Corrections
Casework Supv	Correctional Officer Trainee	Office Administrator Spec	Correctional
Counselor	Corrections Parole Agent	Office Assistant	Corr. Food Service
Supervisor	Correctional Sergeant	Office Associate	Corr. Industry Lead Wk
Corr. Supply Supv.	Office Coordinator	Corr. Lieutenant	Corr.
Vocational Instructor	Shift Supervisor		

How many of the employees who vacated your agency during FY 14 were Hispanic?

132

List the position titles.

Correctional Counselor	Correctional Officer	Correctional Officer Trainee	Corrections Residence
Counselor	Correctional Sergeant	Corrections Senior Parole Agent	Corrections Supply
Supervisor	Executive Secretary I	SPSA	

How many employees were hired during FY 14? 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.

1,727

List the position titles.

SPSA /PSA	Office Coordinator	Corr. Maint. Craftsman	
Correctional Officer Trainee	Human Resource Rep	Shift Supervisor	Correctional
Officer	Corrections Parole Agent	Corr. Vocational Inst	Correctional
Sergeant	Corrections Casework Supv	Corr. Industry Lead Wk	Office Administrator
Specialist	Executive II	Corr. Med. Tech.	Correctional Counselor
Executive Secretary	Administrative Asst.	Correctional Locksmith	
Accountant	Corr. Food Serv. Supv	Educator	Account
Tech	Corr. Supply Supv.	Office Assistant	
Librarian	Corr. Lieutenant	Office Associate	
Chaplain	Corr. Nurse	Telecommunicator Trainee	Human Resource
Spec	Correctional Counselor	Corrections Identification Tech	Accountant Advanced
Maintenance Equipment Oper	Corrections Grounds Supv.	Corr. Laundry Manager	Child
Development Aide	Internal Security Investigator	Corr. Leisure Activity	Social Worker II

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

64

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List the position titles.

Barber Correctional Counselor Correctional Officer Trainee Corrections Parole Agent  
Electrician Internal Security Investigator Office Associate Shift Supervisor SPSA

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

6

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The EEO Officer reviews recommendations for hires, promotions or transfers that are completed on Hiring and Promotion monitors prior to any commitments is 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.

Generally we start with the 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, etc.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring and Promotion monitor prior to any commitments is made to fill the position. During FY14, Human Resource Representative Training was conducted for all Personnel staff in the Northern, Central and Southern Regions. Also, recruiters participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, ILLCF, educational institutions, organizations and governmental entities. Recruiters are also trained to focus on underutilization in targeted areas.

---

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

The agency created and filled a Recruitment Coordinator in October 2014. The agency is creating a statewide recruitment team within the facilities. The agency upgraded their recruitment materials with banners, informational brochures, offering applicants the opportunity to apply online and on site at job fairs and informational workshops.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Recruiters participate in employer and legislative conferences, recruitment fairs sponsored by the community and educational institutions, informational sessions/workshops focusing on the Hispanic community. Also, provide the agency's Affirmative Action Plan annually.

---

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

Name: Forrest Ashby & Fernando Chavarria

Title: Ashbey- Recruitment Coordinator Chavarria- EEA/AA Officer

Is this person an Executive senior staff member?: Ashby-No Chavarria-Yes

---

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

Hispanic liaison conducts recruitment with Local Workforce Investment Act (LWIA) and IDES targeting Hispanics statewide.

---

Is the Agency compliant with the State Services Assurance Act?

No

---

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

The agency continues to hire and promote frontline staff and conduct testing for bilingual staff in order to better service the incarcerated population and their families. Also, posting and filling vacant positions with Spanish-speaking option.

---

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

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

---

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

1,941

---

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

62

---

How many veterans were hired externally during the year?

313

---

How many were Hispanic veterans?

7

---

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

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

---

## 2015 State Hispanic Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: Jack Cutrone

Submitted: 12/15/2014 5:32:00 PM

Certification: I Agree

Individual Information: Luz Agosto, Associate Director, 300 West Adams, Suite 200, 312-793-88550, Luz.Agosto@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

67.5

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

Hired one SPSA, Chief Financial Officer Hired one Accounting Manager, PSA, Option 1

---

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

N/A

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Associate Director, Office of Human Resources Chief Financial Officer

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

3

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

2

---



Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

Office/Clerical

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

Internal Auditor Associate Director, Office of Administrative Services Criminal Justice Specialist, One, Option Two

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The EEO Officer participated in two Rutan interviews.

---

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 CMS policy

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

N/A

---

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

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

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

Name: N/A

Title: N.A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

No

---

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

N/A

---

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

N/A

---

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

1

---

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

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission

Director/Secretary: John Miller

Submitted: 12/3/2014 3:16:00 PM

Certification: I Agree

Individual Information: Patty Greene, Personnel Manager, 528 South 5th Street, Ste. 209,  
Springfield 62701, 217/557-4490, Patty.greene@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

No hires.

---

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

None

---

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

In addition to posting on the CMS Job Posting System, all job vacancies are posted to various deaf and disability organizations. When vacancies exist, IDHHC uses all forms available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations. 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 vacancies to a variety of disability and deaf organizations including Hispanic Organizations.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

N/A

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

In addition to posting on the CMS Job Posting System, all job vacancies are posted to various deaf and disability organizations. When vacancies exist, IDHHC uses all forms available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations. 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 vacancies to a variety of disability and deaf organizations including the National Hispanic Council of the Deaf and Hard of Hearing.

---

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

No Hires made in FY14

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

No hires in FY14

---

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

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

IDHHC has made no hires and is restricted to the 7 employees that are employed due to budgetary constraints.

---

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

Name: no

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

n/a

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

None

---

## 2015 State Hispanic Employment Plan Survey

Agency: Developmental Disabilities Council

Director/Secretary: Sheila T. Romano

Submitted: 12/15/2014 2:21:00 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, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:



As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

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

---

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

No

---

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

The Council has not undertaken any strategies specifically related to increasing the number of Hispanics in Spanish-speaking staff employed. No hires were made by the Council in FY 14. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

N/A

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

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

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

---

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

The Council has no recruitment staff. Therefore, no training has been done.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

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

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

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

---

## 2015 State Hispanic Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: Jonathon Monken

Submitted: 12/15/2014 1:31:00 PM

Certification: I Agree

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

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

201

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

No change.

---

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

HEMA will continue recruitment efforts as vacancies are posted.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

8

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

22

---

List the position titles.

Office Associate Public Service Administrator Nuclear Safety Health Physicist I Nuclear Safety Health Physicist II Executive I Nuclear Safety Engineer I Nuclear Safety Engineer II Nuclear Safety Senior Equipment Technician Nuclear Safety Administrator I Accountant Advanced Nuclear Safety Radiochemistry Lab Assistant Nuclear Safety Policy Analyst III Nuclear Safety Information Systems Specialist II Chief Internal Auditor

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

19

---

List the position titles.

Nuclear Safety Administrator 1 Nuclear Safety Radiochemistry Lab Assistant Nuclear Safety Inspector Nuclear Safety Policy Analyst III Nuclear Safety Manager I Nuclear Safety Senior Equipment Technician Nuclear Safety Information Systems Specialist II Nuclear Safety Engineer II Public Service Administrator Office Coordinator Office Associate Geographic Information Specialist II Executive II Account Tech I Account Tech II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

IEMA has very few opportunities to utilize the open competitive process.

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

N/A

---

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

HEMA has no recruitment staff.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

HEMA reaches out to organizations like IAMG and also tries to participate in job fairs at State Universities.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

N/A

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---



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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jay Rowell

Submitted: 12/15/2014 4:29:00 PM

Certification: I Agree

Individual Information: Stanislav Volkhovsky / Betty Torres, Executive I / HR Manager, 33 S. State, Chicago, IL 60603, 312-793-9290 / 312-793-9330, Stanislav.Volkhovsky@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

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As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

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As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

227	Officials and Managers
1,003	Professionals
15	Technicians
0	Protective Service Workers
35	Para-Professionals
19	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

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As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,301

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Maintained the same underutilization (one) despite regular loss of people through attrition, retirements, resignations, layoffs and reductions.

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

IDES increased the number of Hispanic Officials/Administrators from 25 to 26 compared to the past fiscal year 2013. Professional category - decreased from 180 to 176 compared to the past fiscal year 2013. Paraprofessionals - decreased from 3 to 2 compared to the past fiscal year 2013. Technicians & Office/Clerical - stayed at 2 and 1 respectively compared to the past fiscal year 2013. There were no Hispanics in Service/Maintenance category in fiscal years 2013 and 2014. There was a comparable decrease in overall workforce due to retirements, resignations, layoffs and reductions.

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

LEP analysis of our surveys which include surveying local offices and programs to see if the needs of the community are being met; EEO Monitor's assessment of claims & review of the census data. Agency will be conducting LEP training of the executive staff.

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How many Human Resources staff are there in your agency?

18

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How many of those Human Resources staff are minorities?

14

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

Senior Public Service Administrator - Chief Information Officer.

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

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How many Rutan interviews were conducted during FY 14?

77

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

11

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

238

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List the position titles.

Some of the titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Field Office Supv. (full-time & intermittent); ES Program Reps (full-time & intermittent); ES Service Reps (full-time & intermittent); Hearings Referees (full-time & intermittent); UI Revenue Analysts (full-time & intermittent); ES Specialists; ES Tax Auditors; Administrative Assistants; Veteran Employment Reps; UI Special Agent; HR Rep.; Information System Analysts; Storekeeper II; Maintenance Equipment Operator; Check Issuance Machine Operator; Data Processing Specialist.

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How many of the employees who vacated your agency during FY 14 were Hispanic?

15

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List the position titles.

Some of the titles include: Public Service Administrator; ES Program Reps (full-time & intermittent); Veteran Employment Rep. I.

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How many employees were hired during FY 14? 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.

44

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List the position titles.

Some of the titles include: Senior Public Service Administrator (including options); Public Service Administrator (including options); ES Program Rep. (full-time & intermittent); Hearings Referee; UI Revenue Analyst II; ES Specialist; Information System Analyst; Accountant; Office Associate.

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How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

8

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List the position titles.

Senior Public Service Administrator; Public Service Administrator; ES Program Rep. Intermittent; UI Revenue Analyst II; ES Specialist II.

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

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

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

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

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

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Periodic meetings with Human Resources Staff; Outreach staff & Operations staff receive reminders on recruitment. Director's reviews of EO Human Rights Quarterly Reports. EO Officer meets with Human Resources & provides them with the annual Affirmative Action Plan, including information on the underutilization when filling positions.

---

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

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

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

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

Name: None

Title: None

Is this person an Executive senior staff member?: None

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

N/A

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Is the Agency compliant with the State Services Assurance Act?

Yes

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

N/A

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

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.

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

34

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

6

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How many veterans were hired externally during the year?

9

---

How many were Hispanic veterans?

1

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

No recommendations were provided.

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## 2015 State Hispanic Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Lisa Bonnett

Submitted: 12/12/2014 11:05:00 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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

131	Officials and Managers
542	Professionals
47	Technicians
0	Protective Service Workers
42	Para-Professionals
57	Office and Clerical
0	Skilled Craft Workers
4	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

813

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Agency hired 1 Hispanic male professional and 1 Hispanic female clerical in Region 7 during FY 14. The Agency hired 1 Hispanic female clerical in Region 1 during FY 14.

---

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

There was an increase in Hispanic male professionals from 8 to 9 and an increase in Hispanic female clericals from 2 to 4.

---

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

The number of Hispanics increased from 16 to 19 during FY 14. The number of Spanish-speaking bilingual staff employed by the Agency increase from 2 to 3 during FY 14. The Agency employs 2 Spanish-speaking bilingual Motorist Assistant Specialists and 1 Office Assistant.

---

How many Human Resources staff are there in your agency?

4

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

2

---

How many Rutan interviews were conducted during FY 14?

83

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

37

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List the position titles.

SPSA, PSA, Office Assistant, Environmental Protection Engineer III, Environmental Protection Specialist III and IV, Chemist II, Environmental Protection Associate, Accountant, Technical Advisor III, Vehicle Emission Compliance Inspector, Lab Associate I.

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

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List the position titles.

Office Assistant

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How many employees were hired during FY 14? 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.

52

---

List the position titles.

Senior Public Service Administrator, Public Service Administrator, Technical Advisor, Environmental Protection Legal Investigator, Environmental Protection Engineer, Environmental Protection Specialist, Chemist, Accountant, Account Technician, Accounting & Fiscal Administrative Career Trainee, Methods and Procedures Career Associate, Office Associate, Office Assistant, Lab Associate.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

3

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List the position titles.

Office Assistant, Office Associate, Technical Advisor II

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

40

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

2

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

The EEO/AA Officer works with the Office of Human Resources by sharing underutilization information. The EEO/AA Officer also reviews hiring monitors to confirm that during the open competitive hiring process minorities are invited to interview.

---

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

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

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Office of Human Resources, the personnel liaisons of each Bureau, The Director and other senior staff are provided copies of the Agency's Affirmative Action plan which contains information about the underutilization of Hispanics and the numeric goals related to achieving parity. The Agency did not have any underutilization of Hispanics.

---

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

Staff from the Office Of Human Resources receive on the job recruiting training from other staff with experience. They attend the IHASE conference and other diversity fairs and college job fairs and workshops conducted by CMS.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO/AA officer works with the office of Human Resources by sharing underutilization information. In addition to developing the Hispanic Employment Plan, Staff from the Office Of Human Resources attend the IHASE conference and other diversity fairs and college job fairs and workshops conducted by CMS. The Agency also invites as many Hispanics as possible from the open competitive list to interviews.

---

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

Name: N/A

Title: N/A

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

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

No

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

The State Services Assurance Act for FY 08 required the Agency to have at least 5 additional bilingual on board on before the beginning of FY 09. The Agency increased the number of staff in bilingual positions from 2 to 3 and the number of Hispanic staff from 16 to 19 in FY 14. Underutilization for Hispanics is 0.

---

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

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

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

6

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

0

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How many veterans were hired externally during the year?

9

---

How many were Hispanic veterans?

0

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

N/A

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## 2015 State Hispanic Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 12/11/2014 2:23:00 PM

Certification: I Agree

Individual Information: Adam Alstott, Deputy General Counsel/EEO Officer, 401 S. Spring Street,  
518 Stratton Bldg Springfield, IL 62706, (217) 552-3724,  
adam.alstott@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

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As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

No

---

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

The EEC will continue to post job openings with LULAC and will continue to contact LULAC and other entities/agencies directly as positions become available.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

Note - The EEC appoints four Independent Chief Procurement Officers who are confirmed by the Senate. One Senior State Purchasing Officer is Hispanic and reports directly to the CPO for General Services.

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

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How many Rutan interviews were conducted during FY 14?

0

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

10

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List the position titles.

2 State Purchasing Officers 3 Procurement Compliance Monitors 2 Procurement Compliance Monitor Trainees Human Resources Director IT Systems Analyst Small Business Specialist

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How many of the employees who vacated your agency during FY 14 were Hispanic?

0

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List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

10

---

List the position titles.

2 State Purchasing Officers 2 Procurement Compliance Monitors 4 Procurement Compliance Monitor Trainees IT Systems Specialist Executive Assistant

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The EEC has experienced underutilization in any minority category. The HR Department submits job postings to LULAC and NAACP in an effort to recruit qualified candidates.

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEC strives to ensure a diverse workforce. The EEC is exempt from the Personnel Code and has no Coded positions, so many if not all of the mandates are inapplicable.

---

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

HR staff is aware of the desire to increase Hispanic recruitment. Recruitment opportunities are discussed at the time of each job posting.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The EEC maintains an ongoing relationship with LULAC through which all postings are shared and invitations for the submission of candidates are extended.

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

Name: No

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

No

---

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

N/A

---

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

Our Hispanic employee has been allowed paid time and was encouraged to attend Latino networking events in Chicago.

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

0

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

0

---

How many veterans were hired externally during the year?

2

---

How many were Hispanic veterans?

0

---

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

No

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## 2015 State Hispanic Employment Plan Survey

Agency: Financial and Professional Regulation

Director/Secretary: Manuel Flores

Submitted: 12/17/2014 10:22:00 AM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

132	Officials and Managers
327	Professionals
11	Technicians
0	Protective Service Workers
58	Para-Professionals
22	Office and Clerical
1	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

450

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As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

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

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

Official/Managers increased from 16 to 17; Professionals increased from 17 to 20; Office and Clerical increased from 0 to 2. Technicians decreased from 2 to 1. All other EEOC categories remained the same. The increases came from hiring of new employees. The decreases are from employees leaving due to retirement, accepting new positions, and being released from employment.

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

See question No. 8.

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How many Human Resources staff are there in your agency?

42

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How many of those Human Resources staff are minorities?

5

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

4

---

How many Rutan interviews were conducted during FY 14?

102

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

57

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List the position titles.

Administrative Assistant; Senior Public Service Administrator; Public Service Administrator; Office Coordinator; Bank Examiner 3; Information Service Specialist 2; Health Services Investigator; Data Processing Technician; Technical Advisor 2; Criminal Intelligence Analyst; Financial Institutions Examiner 3; Office Associate; Drug Compliance Investigator; and, Real Estate Investigator.

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

6

---

List the position titles.

Senior Public Service Administrator and Public Service Administrator.

---

How many employees were hired during FY 14? 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.

76

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List the position titles.

Health Services Investigator; Office Associate; Senior Public Service Administrator; Public Service Administrator; and Office Coordinator.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

8

---

List the position titles.

Senior Public Service Administrator; Public Service Administrator; Real Estate Professional Examiner; Real Estate Investigator; Health Services Investigator; and, Office Associate.

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

31

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

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

---

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

All open bargaining positions are posted on the agencies job boards for the mandated length of time. Current State employees can bid on the open position and Shared Services will check to see if they are eligible. Also, the postings are e-mailed to the IL Department of Employment Security & IL Department of Human Rights' Liaisons for posting on their job boards. The Liaisons in turn e-mails the posting to other Agencies EEO Officers to post on their job boards. If any current State employees who bid on the position were not eligible and/or turned down the position after an interview, Shared Services will request a list of candidates from CMS' open and competitive list. The agency underutilization report is consulted to include as many gender and/or race applicants from the CMS open and competitive list as possible.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

---

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

Please see question No. 8.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Please see question No. 8.

---

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

Name: Mario Pantajo

Title: Public Service Administrator

Is this person an Executive senior staff member?: No

---

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

Mr. Pantajo attends job fairs throughout the State.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Please see question No. 8.

---

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

13

---

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

1

---

How many veterans were hired externally during the year?

14

---

How many were Hispanic veterans?

1

---

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

There were no recommendations.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski

Submitted: 12/12/2014 11:42:00 AM

Certification: I Agree

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

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

0	Officials and Managers
8	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, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

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

---

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

As of June 30, 2014, IGB employed 9 Hispanics; in FY 13, we employed 10 Hispanics. The reduction of 1 Hispanic employee was due to his resignation.

---

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

IGB continues to hire new employees due to the demands of video gaming. This expanding program will continue to provide future employment opportunities. We encourage all qualified candidates to seek grades and maintain their eligibility so that they are prepared when employment opportunities are made available.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

Not applicable

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

14

---

List the position titles.

Public Service Administrator, Opt. 8C, 8L Account Technician I Gaming Licensing Analyst  
Senior Public Service Administrator, Opt. 1 Gaming Special Agent Administrative Assistant II  
Office Clerk

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

Gaming Licensing Analyst

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

19

---

List the position titles.

Accountant Office Coordinator Public Service Administrator, Opt. 2, 8C Gaming Licensing  
Analyst ISA I Internal Auditor Office Assistant

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

Not applicable

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The EEO Officer participates in various job fairs, encouraging possible candidates to submit an application to CMS in order to be deemed eligible for future vacancies. The intent of this outreach is to increase the pool of diverse candidates, which may help address underutilization. Ultimately, the selected candidate is the individual who scored highest 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.

The method of random selection depends on how many vacancies we are hiring for, the number of veterans on the O/C list, and the remaining pool of eligible candidates.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The IGB relies heavily on the A & R Shared services Center to follow all rules and regulations of the hiring process. The Administrator and EEO Officer reviews and signs all hiring and promotional monitors, and Shared Services maintains all the documentation to support all hires.

---

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

The EEO Officer is responsible for the coordination of recruitment efforts for the IGB. It continues to be the goal to participate in various job fairs and other outreach efforts.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

IGB has participated in various job fairs during this fiscal year, encouraging eligible candidates to submit an application to CMS for a grade. We also sent advertisement letters to legislative minority caucus members for a senior staff vacancy during this reporting period. We will continue such efforts in order to address our underutilization.

---

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

Name: Karen Weathers

Title: EEO Officer

Is this person an Executive senior staff member?: Yes

---

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

The liaison will continue to participate in various job fairs and outreach opportunities in order to encourage future candidates of the employment process of IGB.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

Not applicable

---

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

CMS sponsors an Upward Mobility program for AFSCME employees, and IGB also has a tuition reimbursement program for all IGB employees. IGB also has a promotional ladder that was negotiated for Gaming Special Agent Trainees to promote to a Gaming Special Agent (1 year), and then a Gaming Special Agent promoted to a Senior Gaming Special Agent (3 years).

---

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

7

---

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

1

---

How many veterans were hired externally during the year?

2

---

How many were Hispanic veterans?

0

---

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

The IGB has not received any recommendations from the entities listed above.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Guardianship and Advocacy Commission Director/Secretary: Mary Milano

Submitted: 12/15/2014 4:06:00 PM

Certification: I Agree

Individual Information: Bobbie Fox, Director, Human Resources, 160 N. LaSalle Street, Room 500,  
312-793-5335, bobbie.fox@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Due to this agency being small with limited funds, we have not had the opportunity to conduct a study. However we are not underutilized by Hispanics in any EEOC category.

---

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

No increase or decrease.

---

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

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

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

8

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

2

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

3

---

List the position titles.

2 Guardianship Representatives 1 Technical Advisor II

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

5

---

List the position titles.

3 Guardianship Representatives 2 Technical Advisor II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

n/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

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

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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

---

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

GAC is a small agency with limited funds. We do not have the funding to support a program that provides specialized training.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

GAC continues to work with DHR in ensuring we are in compliance with EEOC. We are not underutilized by Hispanics in any category.

---

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

Name: Awisi Quartey

Title: Director of Policy & Training

Is this person an Executive senior staff member?: Yes

---

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

Ms. Quartey was appointed to this position in October, 2014. She will be taking steps to initiate contact with organizations in the Hispanic community over the coming year.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

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

---

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

4

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No recommendations were made.

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## 2015 State Hispanic Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Julie Hamos

Submitted: 12/11/2014 2:29:00 PM

Certification: I Agree

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

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

466	Officials and Managers
1,287	Professionals
44	Technicians
0	Protective Service Workers
437	Para-Professionals
154	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

2,036

---



As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

While HFS' EEO/AA Office monitors the hiring process to ensure mandated compliance, overwhelmingly, positions are filled within constraints beyond the control of our monitoring. The success of our internal monitoring with respect to employment of Hispanics is directly proportionate to the 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. We are most assuredly open to methods to increase targeted hiring/recruitment.

---

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

Officials/Administrators increased by a total of 8 (a 100% increase) from the prior fiscal year. Professionals decreased by a total of 7 from the prior fiscal year. Para-Professionals increased by a total of 3 from the prior fiscal year. Office/Clericals increased by a total of 1 from the prior fiscal year.

---

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

At this particular time, HFS does not have a specific hiring plan designated to increase the number of Hispanics and Spanish-speaking bilingual staff.

---

How many Human Resources staff are there in your agency?

22

---

How many of those Human Resources staff are minorities?

4

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

3

---

How many Rutan interviews were conducted during FY 14?

858

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

113

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

258

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List the position titles.

SPSA; PSA; Office Assistant; Office Associate; HFSN; Child Support Specialist I & II; Child Support Trainee; Office Coordinator; Office Specialist; Accountant; Account Technician I; Accountant Advanced; Executive I & II; Office Associate; Management Operations Analyst; Information Systems Analyst I & II; Information Services Specialist II; Program Integrity Auditor I & II; Public Aid Investigator Trainee; Public Aid Investigator; Human Services Caseworker; Administrative Assistant I; Medical Assistant Consultant III; Public Administration Intern; Office Clerk; Office Administrator IV; Secretary I; Legal Secretary; Medical Administrator; Public Aid Quality Control Reviewer

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

14

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List the position titles.

HFSN; Human Services Caseworker; PSA, Public Aid Investigator; Administrative Assistant; Child Support Specialist; Office Specialist, Executive II; Office Coordinator

---

How many employees were hired during FY 14? 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.

256

---

List the position titles.

SPSA; PSA; Office Assistant; Office Associate; HFSN; Child Support Specialist I & II; Child Support Trainee; Office Coordinator; Office Specialist; Accountant; Account Technician I; Accountant; Executive I; Office Associate; Management Operations Analyst; Information Systems Analyst I & II; Information Services Specialist II; Program Integrity Auditor I & II; Public Aid Investigator Trainee; Public Aid Investigator; Administrative Assistant I; Medical Assistant Consultant; Public Administration Intern; Office Clerk; Office Administrator IV; Secretary I; Legal Secretary; Medical Administrator; Public Aid Quality Control Reviewer; Data Processing Specialist

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

16

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List the position titles.

SPSA; Office Assistant; Office Coordinator; Office Specialist; Tech Advisor;

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

N/A

---

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

HFS always ensures that we utilize a consistent pattern of selection for each process (i.e. alternating candidates; selecting all candidates or the first and the last candidate on each page, etc.). The exact methodology varies depending on the number of candidates and how many positions there are to interview.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO/AA Office monitors documentation pertinent to employment throughout the selection and recruitment process to ensure compliance with legislative mandates. While no specific plan has been implemented during FY 14 regarding targeted recruitment of Hispanics, the EEO Office, Recruitment Office and the Personnel Office has placed an emphasis on educating executive staff emphasizing the benefits of targeting/reaching out to organizations whose memberships and makeup are from the underrepresented groups including Hispanics in an effort to increase the pool of potential candidates for vacancies within those groups.

---

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

No specific training has been provided to recruitment staff relative to the recruitment of Hispanics. Recruitment of under-represented groups (including Hispanics) is a point of emphasis that HFS recruitment staff is well aware of. Staff has also been provided with pertinent information regarding the goals that HFS would like to achieve during each quarter.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

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

Name: No

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

HFS currently has no specific workforce and professional development programs designated to increase Hispanic supervisors within the agency.

---

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

92

---

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

17

---

How many veterans were hired externally during the year?

69

---

How many were Hispanic veterans?

1

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Historic Preservation

Director/Secretary: Amy Martin

Submitted: 12/18/2014 11:49:00 AM

Certification: I Agree

Individual Information: Dawn DeFraties, Human Resources Director, 313 S. 6th Street; Springfield, IL 62701, 217.785.7948, Dawn.DeFraties@Illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

IHPA established and hired its first Spanish-speaking employee during this fiscal year as a Site Interpreter at the Abraham Lincoln Presidential Library & Museum. Director Martin hired a Hispanic Private Secretary 1.

---

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

Increase of two in the paraprofessional category.

---

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

IHPA will seek to fill two Spanish-speaking Site Interpreter positions at the ALPLM providing funding is received. We also created the first Spanish-speaking Site Interpretive Coordinator position at the State Historic Sites @ Springfield and are hoping for funding to fill it.

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

250

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

27

---

List the position titles.

Building & Grounds Laborer Building & Grounds Lead 1 Executive I Executive 2 Iconographer  
ISA 1 Librarian 1 Ranger Senior Public Service Administrator Site Service Coordinator 1 Site  
Interpreter Site Service Specialist 1 Site Service Specialist 2 Site Technician 2 Staff  
Development Specialist Site Superintendent Stationary Engineer Volunteer Services  
Coordinator I

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many employees were hired during FY 14? 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.

23

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List the position titles.

Building & Grounds Laborer Historical Research Specialist Private Secretary Project Designer  
Public Administration Intern Senior Public Service Administrator Site Interpreter Site  
Superintendent I Site Technician 2

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

---

List the position titles.

Private Secretary 1 Site Interpreter - SS

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

2

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

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

Continually monitoring and discussing underutilization categories. Clearly communicate compliance mandates prior to each interview. EEO Officer regularly communicates and reports underutilization information to selection & recruitment and interviewing administrative staff. Widely distribute job postings.

---

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

n/a

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Continue monitoring underutilization numbers. Continue recruitment efforts and communication with senior staff and recruitment and selection.

---

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

Continue monitoring underutilization numbers. Continue recruitment efforts and communication with senior staff and recruitment and selection.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Continue monitoring underutilization numbers. Continue recruitment efforts and communication with senior staff and recruitment and selection. Widely publicize job postings and recruit whenever possible.

---

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

Name: n/a

Title: n/a

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

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

Upward Mobility Program. IHPA offers employees training for personal and professional growth.

---

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

0

---

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

0

---



How many veterans were hired externally during the year?

9

---

How many were Hispanic veterans?

0

---

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

n/a

---

## 2015 State Hispanic Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: Keith Chambers

Submitted: 12/15/2014 10:02:00 AM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

- 6 Officials and Managers
  - 12 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

n/a

---

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

n/a

---

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

n/a

---

How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

0

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

1

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

Admin Assistant I

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

Admin Assistant I

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Tech Advisor II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

1

---

List the position titles.

Office Associate

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

4

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

2

---

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

n/a

---

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

n/a

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

n/a

---

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

n/a

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

n/a

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

Name: n/a

Title: n/a

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

---

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

n/a

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

n/a

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## 2015 State Hispanic Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Rocco J. Claps

Submitted: 12/16/2014 10:24:00 AM

Certification: I Agree

Individual Information: Bobbie Wanzo, Deputy Director, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601, 312-814-6245, Bobbie.Wanzo@Illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

142

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. In Fiscal Year 2014, there was no underutilization in any EEO category for Hispanic employees. As of June 30, 2014, approximately 18% of the Department's actual headcount was Hispanic.

---

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

There was an increase of (1) in the "Office and Clerical" category. There was a decrease of (2) in the "Professional" category. The "Officials and Managers" category remained the same.

---

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

The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. The Department Human Resource staff meet regularly with the Department Director and Executive Committee members to review the Department's staffing pattern and strategy for hiring. The position title that the Department hires into most often is Human Rights Investigator. As of June 30, 2014, twenty-two (22) Department employees received the Spanish Speaking bilingual option.

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Senior Public Service Administrator

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

5

How many Rutan interviews were conducted during FY 14?

30

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

7

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

10

List the position titles.

Human Rights Investigator

How many of the employees who vacated your agency during FY 14 were Hispanic?

2

List the position titles.

Human Rights Investigator

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

11

List the position titles.

Human Rights Investigator Technical Advisor Office Associate

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

List the position titles.

Human Rights Investigator Office Associate

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

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

1. All staff responsible for interviewing, recruiting, etc., have been advised that no appointment will be made without strict adherence to the hiring and promotion monitor procedure. 2. All staff



responsible for interviewing, recruiting, etc., must work closely with the Department EEO/AA Officer and Human Resource Office to ensure that they have the appropriate information on the Department's underutilization. 3. The Director or Director's designee is responsible for reviewing each hiring and promotion monitor.

---

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 Personnel guidelines for requesting the open competitive list and candidates from the open competitive list. The method of random selection of candidates on the open competitive list depends on the number of candidates on the open competitive list, however, it is normally based on a numerical calculation.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Department's Chief Legal Counsel, Human Resource staff and Department EEO/ AA Officer, closely monitor the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the legislative mandates required. All staff have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute for Training and Development continues to train Department staff and other public and private entities on Diversity Awareness.

---

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

The Department Human Resource staff meet regularly with the Department Director and Executive Committee members to review the Department's staffing pattern and strategy for hiring minority employees. The Department does not have a formal training program to recruit minorities but 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 Diversity Awareness.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

While there are a number of position titles which participate, there is a position title dedicated to community relations and outreach and one of the duties with respect to outreach is minority diversity. In this capacity, the position works to identify potential candidates for employment with the Department of Human Rights. Specifically, this position is responsible for the following: Recruiting for specific positions; 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 participates in a number of activities including the following: workshops; seminars; conferences; job fairs; partnerships with community organizations; partnerships with non-profit organizations, etc.

---

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

Name: Hector Villagrana, Amalia Martinez, Abdi Maya

Title: Senior Public Service Administrator, Public Service Administrator

Is this person an Executive senior staff member?: Hector Villagrana is a member of the Executive

## Committee; Amalia Martinez is a Supervising Attorney

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

The Chief of Legislative and Intergovernmental Affairs is a member of the Governor's Office of New Americans and has participated in job fairs, recruitment efforts, in addition to being one of the Department's policy makers as a member of the Executive Committee. The Department's Supervising Attorney participates as a member of the Hispanic Advisory Committee and conducts outreach and training as needed or required. The Outreach Coordinator is a member of the Institute for Training and Development and participates in activities to provide education, outreach and training. The Department liaisons are dedicated to community relations and outreach, and one of the duties with respect to outreach is minority diversity. The Department's recruitment efforts include outreach to Hispanic and Spanish-speaking veterans and persons with disabilities. Specifically, this staff is responsible for the following: recruiting for specific positions; working with the Department's Human Resources staff to identify specific opportunities for Spanish-speaking positions; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and ensuring that individuals are aware of job vacancies. In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc.

---

Is the Agency compliant with the State Services Assurance Act?

No

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

The Agency completes and submits the required "Bilingual Needs and Bilingual Pay Survey". The 2014 Survey was submitted as required.

---

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

1). The Department Human Resource staff meet regularly with the Department Director to review the Department's staffing pattern and strategy for Hispanic and Bilingual employees. 2). The Department encourages its Hispanic employees to participate in the Illinois Association of Hispanic Employees (IAHSE), which provides educational and professional development of Hispanic state employees. 3). The Department's minority diversity program staff also assists employees to match their skills with available promotional opportunities in the Department and the State.

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

12

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

2

---

How many veterans were hired externally during the year?

2

---

How many were Hispanic veterans?

---

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

The Department staff continue to work with closely with CMS' Bureau of Personnel on the hiring and promotion monitoring process, diversity programs and recruitment efforts. The Department staff continues 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. 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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## 2015 State Hispanic Employment Plan Survey

Agency: Human Services

Director/Secretary: Michelle R.B. Saddler

Submitted: 12/17/2014 9:31:00 AM

Certification: I Agree

Individual Information: Luis Martinez, Bureau Chief, 401 S. Clinton, 3rd Floor, Chicago, IL 60607,  
312-793-2593, luis.m.martinez@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

61	Officials and Managers
757	Professionals
142	Technicians
16	Protective Service Workers
84	Para-Professionals
124	Office and Clerical
0	Skilled Craft Workers
42	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

48	Officials and Managers
444	Professionals
26	Technicians
1	Protective Service Workers
17	Para-Professionals
76	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

61	Officials and Managers
757	Professionals
142	Technicians
16	Protective Service Workers
84	Para-Professionals
124	Office and Clerical
0	Skilled Craft Workers
42	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

14,320

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

FY13 total Hispanic underutilization = 66 FY14 total Hispanic underutilization =122 FY15 total Hispanic underutilization = 125 Underutilization in the majority of the EEO categories evidenced slight increases and decreases this year. IDHS' Bureau of Civil Affairs does not currently track titles only EEO categorical data. Underutilization Summary: Officials/Managers - continues to be at parity Professionals - continues to have 1 underutilization Technicians - decreased by 8 Protective Services - continues to be at parity Para-Professionals - continues to be at parity Office/Clerical - increased by 2 Skilled Craft - DHS no longer uses titles in this category Service Maintenance - increased by 9 Underutilization Summary:

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

FY13 total Hispanic underutilization = 66 FY14 total Hispanic underutilization =122 FY15 total Hispanic underutilization = 125 The EEO categories evidenced slight increases in the underutilization from last year. The only explanation we have is that the population data shows an increase of persons in this affirmative action group in the areas where there are Colleges and Universities and this is where the underutilization increases were found. The Department of Human Rights (DHR) issued new rules that change the DHR regions from 11 to 10, and all new regions will have different counties than they had previously. This change will take effect July 1, 2015 (FY16). The purpose of the change in regions is to better reflect commuting patterns for work and labor force availability purposes and to be consistent with the economic regions used by the Department of Commerce and Economic Opportunity.

---

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

Monthly Recruitment, Hiring and Discipline Committee meetings are held, Limited English Proficiency Committee meetings are held, and targeted recruitment on the community. The Recruitment Unit has developed a Recruitment Database which includes many Hispanic organizations. Communications are sent specifically to Hispanic organizations, community groups and partnerships, including e-blasts to the above mentioned groups. The Recruitment Unit has participated in Latino events in an effort to recruit potential candidates, for example LULAC. OHLA also sends e-blasts to their targeted email list with 900-1200 community contacts. Job opportunities have been posted on the Chicago Latino Network E-Newsletter, which reaches 40,000 Latino professionals and they have been shared with the Latino Mental Health Providers Network. OHLA did intensive outreach and recruitment during testing opportunities for Mental Health Technician Trainees. The Recruitment Unit has developed a Hispanic Recruitment Plan, which is continually being refined. IDHS will continue to rely on ongoing policy suggestions from

the Office of Hispanic and Latino Affairs, Recruitment, Hiring and Discipline Committee, and the Limited English Proficiency Committee. IDHS will continue to assess the agency's needs for bilingual personnel on a regular basis and will conduct targeted recruitment in the Latino community, especially when any testing opportunities are available. DHS hopes to gain insight from the trainings the Department of Central Management Services will provide per recommendation by the Department of Human Rights (DHR) to assist DHS in meeting DHR's standard for minority goals of 25%. The titles that will be targeted are those that fall under the EEO Categories where underutilization exists.

---

How many Human Resources staff are there in your agency?

93

---

How many of those Human Resources staff are minorities?

25

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

4

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

34

---

How many Rutan interviews were conducted during FY 14?

1,307

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

7

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

686

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List the position titles.

Administrative Assistant I & II Accountant Accountant Advanced Account Technician I & II Activity Therapist Activity Therapist Coordinator Clinical Psychologist Cook I & II Dentist II Dietary Manager II Disability Claims Adjudicator I & 2 Disability Claims Adjudicator Trainee Disability Claims Analyst Educator Educator Aide Executive I & II Executive Secretary I & III Guard II Habilitation Program Coordinator Hearing and Speech Specialist Hearing and Speech Technician II Health Facilities Surveillance Nurse Health Information Associate Health Information Technician Human Service Caseworker Human Service Caseworker Manager Human Resource Associate Human Resource Specialist Information System Analyst I & II Licensed Practical Nurse II Maintenance Equipment Operator Management Operations Analyst II Medical Administrator I & II Methods and Procedures Career Associate I Mental Health Administrator I Mental Health Recovery Support Specialist I Mental Health Specialist I & II

Mental Health Specialist Trainee Mental Health Technician I, II, III, IV & V Mental Health Technician Trainee Office Administrator III, IV & V Office Assistant Office Associate Office Clerk Office Coordinator Office Specialist Public Aid Eligibility Assistant Pharmacy Technician Pharmacy Lead Technician Physician Physician Specialist Public Service Administrator Psychologist II & III Radiologic Technologist Rehabilitation Case Coordinator I & II Rehabilitation Counselor Rehabilitation Counselor Senior Rehabilitation Counselor Trainee Rehab Mobility Instructor Rehab Serve Advisor I Rehab Workshop Instructor II Reimbursement Officer I Reproduction Service Technician II Residential Care Worker Residential Services Supervisor Registered Nurse I & II Security Therapy Aide I, II, III, & IV Security Officer Security Officer Sergeant Security Therapy Aide Trainee Social Service Career Trainee Social Service Program Planner III Social Worker II & III Senior Public Service Administrator Staff Development Specialist I Staff Pharmacist Storekeeper I & III Stores Clerk Support Service Coordinator I & II Support Service Lead Support Service Worker Switchboard Operator I

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

30

---

List the position titles.

Administrative Assistant I Executive I Human Service Caseworker Human Service Caseworker Manager Human Resource Specialist Medical Administrator II Mental Health Technician I, II, III Mental Health Technician Trainee Public Service Administrator Rehabilitation Case Coordinator II Social Service Career Trainee Support Service Worker Switchboard Operator I

---

How many employees were hired during FY 14? 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.

2,289

---

List the position titles.

IDHS' Bureau of Civil Affairs does not currently track titles only EEO categorical data.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

313

---

List the position titles.

IDHS' Bureau of Civil Affairs does not currently track titles only EEO categorical data.

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Hiring and Promotion Monitors are reviewed by the Chief Equal Employment and Affirmative Action Officer for IDHS to ensure consistency with IDHS' and IDHR's policies, goals, and directives. IDHS monitors and reports agency efforts to utilize hiring opportunities to meet performance standards regarding Hispanics, other minorities and females to address

underutilization and reach affirmative action hiring goals. The Chief provides quarterly and annual data, complete with an update and analysis, via email to all Executive Staff to promote awareness and compliance.

---

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

Depending on the size of the list, the blind list may be marked every 3, 5, or 10 candidates.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

IDHS has a centralized Recruitment and Selection Unit responsible for all hiring. Hiring staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts monthly meetings to discuss and monitor all legislative mandate of the Hispanic American Employment Plan. IDHS also has active members on the Illinois Hispanic Advisory Council and the Latino Family Commission. IDHS' Office of Hispanic and Latino Affairs assists and partners with the Latino community as well as performs outreach and recruitment to help address affirmative action goals and underutilization of Hispanic within IDHS. BRS' Technician Selection Program 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 to the Executive level of the organization. BRS is aware of the underutilization of Hispanic Americans in the Technician EEO Category.

---

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

There has been no formal training. When there is an event that is attended a staff member is assigned to go along with a seasoned recruiter to learn what information is disseminated at events.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Monthly Recruitment, Hiring and Discipline Committee meetings are held, Limited English Proficiency Committee meetings are held, and targeted recruitment on the community. The Recruitment Unit has developed a Recruitment Database which includes many Hispanic organizations. Communications are sent specifically to Hispanic organizations, community groups and partnerships, including e-blasts to the above mentioned groups. The Recruitment Unit has participated in Latino events in an effort to recruit potential candidates, for example LULAC. OHLA also sends e-blasts to their targeted email list with 900-1200 community contacts. Job opportunities have been posted on the Chicago Latino Network E-Newsletter, which reaches 40,000 Latino professionals and they have been shared with the Latino Mental Health Providers Network. OHLA did intensive outreach and recruitment during testing opportunities for Mental Health Technician Trainees. The Recruitment Unit has developed a Hispanic Recruitment Plan, which is continually being refined.

---

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

Name: Yes, Silvia Villa

Title: Director of the Office of Hispanic and Latino Affairs (OHLA)(SPSA)

Is this person an Executive senior staff member?: Yes

---

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



OHLA does assist OHR in recruitment efforts. OHLA works with the EEO office and OHR on recruiting Latinos, African Americans, Asians, Polish, Russian, Urdu, etc. OHLA recruits at community events, through our OHLA email blast and legislators.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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

N/A

---

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

IDHS will continue to rely on suggestions from the Office of Hispanic and Latino Affairs, Recruitment, Hiring and Discipline Committee, and the Limited English Proficiency Committee. IDHS will continue to assess the agency's need for Hispanic American upper management positions in the agency on a regular basis and will conduct targeted recruitment in the Latino 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 which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employee Collective Bargaining Unit. The Upward Mobility Program will pay 100% of each employee's tuition and approved fees at all state colleges, universities, community colleges, state agencies and contractual training centers, contingent upon available funding.

---

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

994

---

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

95

---

How many veterans were hired externally during the year?

188

---

How many were Hispanic veterans?

10

---

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

In the FY15 Affirmative Action Plan, the Department of Human Services failed to meet the Department of Human Rights' standard for minority goal of 25%, and the Department of Human Rights will make a referral to the Department of Central Management Services for training.

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## 2015 State Hispanic Employment Plan Survey

Agency: Illinois Board of Higher Education

Director/Secretary: Dr. James Applegate

Submitted: 12/9/2014 2:51:00 PM

Certification: I Agree

Individual Information: Richard Tapia, Associate Director, 431 E. Adams, 217-782-2551,  
tapia@ibhe.org

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Office review of office employment process and completion of IDHR hiring monitor

---

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

N/A

---

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

All open position are announced to Hispanic educations groups

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How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

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How many Rutan interviews were conducted during FY 14?

0

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

6

---

List the position titles.

Assistant Director Clerical

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many employees were hired during FY 14? 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.

9

---

List the position titles.

Assistant Director Clerical

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Review of office employment process and completion of IDHR hiring monitor

---

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

All candidates reviewed

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

All open position are announced to Hispanic educations groups

---

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

Employment information open submitted to Hispanic organizations

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Actively working with Hispanic Advisory committee

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

Name: n/a

Title: n/a

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

---

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

All employees are provided orientation at time of hiring and other as needed

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

n/a

---

## 2015 State Hispanic Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Jonathan Feipel

Submitted: 12/12/2014 10:05:00 AM

Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Ave.,  
Springfield, IL 62701, 217-785-1407, lmyers@icc.illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

No

---

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

Prior to posting a position, we discuss our intentions with the staff of the Diversity Enrichment Program. They have been very effective in helping us to disseminate information about our vacancies to various professional organizations with Hispanic membership. We post all vacancies on the ICC and Work Illinois websites. Additionally, we have received assistance from Illinois Association of Minorities in Government and Rep. LaShawn K. Ford's job bulletin. In years where there are more vacancies, we attend minority career fairs at various universities. In years with few vacancies, we still volunteer to work with minority students at mock interviews and resume reviews to maintain positive relationships with career services offices. The ICC participated in an internship program for high school students with Chicago Public Schools this year for the first time. We have recently implemented an initiative to seat at least one minority participant on every interview panel we convene. Until more of our staff have an opportunity to be certified, panels will have at least one minority adviser or consultant.

---

How many Human Resources staff are there in your agency?

3

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

21

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

11

---

List the position titles.

Executive IV General Counsel Office Associate (2) Railroad Safety Specialist IV Railroad Safety Specialist III Technical Advisor IV Administrative Assistant 1 Compliance Specialist Manager ICC Police Officer II

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

8

---

List the position titles.

Executive IV (3) Chief - Police ICC Police Officer I (3) Office Associate

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---



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

The EEO reviews and drafts of postings, proposed new interview questions, Candidate Evaluation Forms, Employment Decision Forms, and Hire/Promotion Monitors. The EEO Officer also makes recommendations concerning composition of interview panels.

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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.

Random selection was not used during FY14.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The ICC's Human Resources Department is small. The staff responsible for hiring, interviewing, and recruiting are the same ones involved in the development of the agency's Hispanic employment goals and plans and in the completion of this survey. Meetings and materials were not required.

---

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

The ICC's Human Resources Department is small. The individual responsible for recruitment assists in the preparation of the agency's Hispanic employment goals and the completion of this survey. Meetings and materials were not required.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

During FY14, the agency worked with the staff of the Diversity Enrichment Program, the Illinois Association of Minorities in Government, and the Illinois Hispanic Chamber of Commerce, and Rep. LaShawn K. Ford to get information about ICC vacancies out to qualified minority candidates. Additionally, agency staff participated in mock interviews and resume reviews with minority engineering students. We hosted an intern from the Chicago Public Schools' minority internship program. We have evaluated our needs for additional Spanish-speaking staff and will add one position, as soon as budgets allow.

---

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

Name: No

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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

N/A

---

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

All employees are provided with on-the-job training in their specialties. A tuition reimbursement program is available for employees enrolled in college.

---

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

2

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

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Illinois Health Information Exchange Auth Director/Secretary: Raul Recarey

Submitted: 12/12/2014 4:40:00 PM

Certification: I Agree

Individual Information: Kerri McBride, General Counsel, 100 West Randolph Street, Suite 4-750,  
Chicago, Illinois 60601, 312-814-1266, kerri.mcbride@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

7	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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The agency has only been fully independent since February 7, 2014 and had only 13 total employees in Fiscal Year 2014 so has done no studies or monitoring. The only position filled externally was the Chief Financial Officer.

---

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

Yes. 3 employees transferred from another agency. In FY13, the agency was not fully independent and had only 3 total employees.

---

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

During FY 14, the Agency did not have public facing programs that required bilingual employees. If we do in the future, we will reach out to the Hispanic Employment Plan Advisory Council for assistance in determining where to post/recruit to fill such positions. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

How many Human Resources staff are there in your agency?

0

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Privacy, Policy and Compliance Manager Director of Client Relationships

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

8

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

Project Manager

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

11

---

List the position titles.

General Counsel, Chief Financial Officer, Technical Engagement Manager (4), Implementation Manager, Private Secretary II, Chief Technology Officer, Chief Information Officer, and Policy, Privacy and Compliance Manager

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

3

---

List the position titles.

Implementation Manager, Private Secretary II, and Policy, Privacy and Compliance Manager

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

No underutilization found. However, all agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

HR services are provided to the agency by the Administrative and Regulatory Shared Services Center. Hiring staff has completed Rutan training and if the job is covered by Rutan, Rutan trained interviewers conduct the interviews. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

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

No training specific to the recruitment of Hispanics or any other group has been undertaken. The agency has been successful in hiring Hispanic employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

No specific steps have been taken. However, as needed in the future, the agency will reach out to the Hispanic Employment Plan Advisory Council for recommendations with regard to employment strategies. All agency positions are posted on the State of Illinois "Work for Illinois" website to make certain the positions are available to a diverse candidate pool. Positions are also posted on the agency website and Facebook page and may be posted on job search forums, including Monster and Careerbuilder.

---

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

Name: n/a

Title: n/a

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

---

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

The Illinois Statewide Training clearinghouse is available for use by all employees.  
<http://www.intra.state.il.us/tch/>. As the agency is new, at this time no other sponsored training

opportunities are available. However, the agency supports its employees in their efforts to obtain professional development and related subject matter training from resources outside the agency.

---

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

0

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Illinois State Board of Education

Director/Secretary: Donald W. Evans

Submitted: 12/15/2014 9:32:00 AM

Certification: I Agree

Individual Information: Donald W. Evans, Chief Operating Officer/Director of Human Resources and Labor Relations, 100 N. First Street, Springfield, IL 62777-0001, (217) 782-6434, dwevans@isbe.net

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

3	Officials and Managers
12	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, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

427

---



As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Currently, the Illinois State Board of Education is not underutilized in any of the E.E.O.C. categories. The agency will continue to work toward maintaining a diverse workforce. During Fiscal Year 2014, the agency's external recruitment efforts led to the successful hiring of Hispanic American persons in the following position titles: - Assistant General Counsel - Principal Consultant

---

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

The agency did experience an increase of one Hispanic American employee in the Official/Administrator E.E.O. occupational category. The number of Hispanic American employees in all other E.E.O. occupational categories remained constant when compared to the prior fiscal year.

---

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

The Illinois State Board of Education is at parity in all categories with respect to the employment of Hispanic American persons. To ensure that the agency can meet the needs of all Illinoisans, regardless of language, certain agency positions either require or give preference to those that are bilingual or multilingual. These requirements and preferences are clearly indicated on vacancy listings that are distributed to educational institutions, workforce development agencies, and organizations such as the Illinois Association of Minorities in Government, the Illinois Association of Hispanic State Employees, and El Valor.

---

How many Human Resources staff are there in your agency?

15

---

How many of those Human Resources staff are minorities?

5

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

Not applicable

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

62

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List the position titles.

- Assistant General Counsel - Consultant - Director of Policy & Program Implementation - Division Administrator - Division Supervisor - Human Resources Assistant II - Principal Consultant - Private Secretary III - Program Specialist I - Program Specialist II - Projects Administrator - Senior Human Resources Specialist - Senior Information Technology Auditor - Senior Internal Auditor - Special Assistant - Technical Specialist II

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

- Senior Internal Auditor

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

70

---

List the position titles.

- Assistant General Counsel - Assistant Superintendent - Consultant - Division Administrator - Division Supervisor - Fiscal Specialist I - Human Resources Assistant II - Human Resources Specialist - Internal Auditor - Principal Consultant - Private Secretary III - Program Specialist I - Program Specialist II - Projects Administrator - Senior Internal Auditor - Special Assistant

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

3

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List the position titles.

- Assistant General Counsel - Division Administrator (Acting) - Principal Consultant

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

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

The Illinois State Board of Education is at parity for all E.E.O. categories. In the furtherance of its mission to maintain a diverse workforce, the Human Resources and Labor Relations Division is actively involved in all stages of the hiring process. Human Resources and Labor Relations staff review all position postings prior to release to ensure that all requirements are job related, screen incoming applications based solely on job related criteria, check all interview questions to confirm that the questions are not discriminatory, and participate as part of each interview team to ensure that all federal & state laws, agency policies, and equal employment opportunity and affirmative action principles are adhered to.

---

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

Not Applicable

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Illinois State Board of Education Human Resources and Labor Relations Division have developed practices and procedures to regulate and document agency compliance with fair employment practices and affirmative action requirements in personnel and business affairs. The Illinois State Board of Education monitors all personnel transactions for compliance with state and federal equal opportunity requirements pertaining to employee selection, promotion, grievances, discipline, evaluation, layoff, recall and discharge. The Human Resources and Labor Relations Division identifies affirmative action staffing deficiencies and makes hiring officials aware of those under-utilizations. Human Resources and Labor Relations staff assists hiring authorities to identify referral sources for qualified persons with disabilities and minority and female applicants for agency positions. The Illinois State Board of Education Human Resources and Labor Relations Division provide employees and administrative staff with information on equal employment opportunity principles, rights, and requirements through training and the distribution of materials. This includes, but is not limited to, the completion and distribution of yearly Affirmative Action Plans, African American, Hispanic American, and Asian American Employment Plans.

---

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

As part of its mission to develop and maintain a diverse workforce, Human Resources and Labor Relations Division staff work with hiring authorities on an ongoing basis to reinforce sound human resources, equal employment opportunity, and affirmative action principles--including best practices in the recruitment of Hispanic American employees. As part of its training efforts, the Human Resources and Labor Relations Division provides all hiring authorities with materials that include, but are not limited to, the agency's annual affirmative action plan and Hispanic American employment plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The Illinois State Board of Education Human Resources and Labor Relations Division actively works to encourage Hispanic American candidates to apply for positions with the agency. In addition to publicly posting all external vacancy lists on our website, the agency forwards external vacancy lists to educational institutions, workforce development organizations, and organizations such as the Illinois Association of Minorities in Government, Illinois Association of Hispanic State Employees, and El Valor. Internal vacancies are posted and all qualified employees are encouraged to apply. For every vacancy, both external and internal, a hiring or promotion monitor is completed and monitored by Human Resources and Labor Relations staff. These monitors are reviewed by the Director of Human Resources and Labor Relations and the liaison with the Illinois Department of Human Rights quarterly.

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

Name: Not Applicable

Title: Not Applicable

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

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

Not Applicable

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Is the Agency compliant with the State Services Assurance Act?

Yes

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

Not Applicable

---

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

The Illinois State Board of Education provides the opportunity for all employees to apply for the reimbursement of tuition and related expenses per agency policy and applicable collective bargaining agreements. Furthermore, the agency makes self-study computer software training courses available to all employees.

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

16

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

1

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How many veterans were hired externally during the year?

2

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How many were Hispanic veterans?

0

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

The Illinois State Board of Education is at parity in all E.E.O. categories. The agency will continue to work toward maintaining a diverse workforce.

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## 2015 State Hispanic Employment Plan Survey

Agency: Insurance

Director/Secretary: Andrew Boron

Submitted: 12/11/2014 3:12:00 PM

Certification: I Agree

Individual Information: Ryan Gillespie, Policy Advisor, 320 W. Washington - Springfield, IL 62767,  
217-782-6369, ryan.gillespie@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

242

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The agency utilizes Shared Services for hiring needs. That said, the advantages and needs of a diverse workforce are discussed in both Sr. Staff and HR meetings.

---

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

Decrease in 2 Para-Professionals 2 Official/Manager vacating 1 Para-Professional vacating 1 Para-Professionals being promoted into Official/Manager positions. 1 New Hire in Official/Manager

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

The agency utilizes Shared Services for hiring needs. That said, the advantages and needs of a diverse workforce are discussed in both Sr. Staff and HR meetings.

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How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

4

---

List the position titles.

3 - SPSA 1 - PSA

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

2

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How many Rutan interviews were conducted during FY 14?

100

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

42

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List the position titles.

Q1: Officials/Manager PUBLIC SERVICE ADMINISTRATOR Professional INSURANCE COMPANY FIELD STAFF EXAMINER Office/Clerical OFFICE ASSOCIATE Office/Clerical OFFICE ASSOCIATE Professional ACTUARIAL ASSISTANT Professional ACCOUNTANT ADVANCED Office/Clerical OFFICE ASSOCIATE Officials/Manager SENIOR PUBLIC SERVICE ADMINISTRATOR Q2: Officials/Manager PUBLIC SERVICE ADM Professionals ACTUARIAL ASST Professionals ACTUARIAL ASST Professionals INS PERFORMANCE EXAM 3 Professionals ACCOUNTANT ADVANCED Office/Clerical OFFICE ASSOCIATE Professionals INS CO FLD STAFF EXAM Officials/Manager PUBLIC SERVICE ADM Q3: Office/Clerical OFFICE ASSOCIATE Officials/Manager SENIOR PUBLIC SERV ADMIN Professionals INSURANCE PERFORMANCE EXAMINER I Officials/Manager SENIOR PUBLIC SERV ADMIN Professionals ADMINISTRATIVE ASSISTANT II Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager PUBLIC SERVICE ADM Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager PUBLIC SERVICE ADM Professionals INS CO CLAIMS EXAMINER 2 Officials/Manager PUBLIC SERVICE ADM Professionals ACTUARY 1 Q4: Technicians INSURANCE ANALYST III Professionals INS CO FLD STAFF EXAM Technicians INSURANCE ANALYST 4 Professionals INS PERFORMANCE EXAM 3 Officials/Manager SENIOR PUBLIC SERVICE ADMINISTRATOR Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager PUBLIC SERVICE ADM Professionals ADMIN ASSISTANT 1 Technicians INSURANCE ANALYST 2 Professionals INS CO FIN EXAMINER TRN Professionals HUMAN RESOURCES REPRESENTATIVE Officials/Manager PUBLIC SERVICE ADM Officials/Manager SENIOR PUBLIC SERVICE ADMINISTRATOR Office/Clerical OFFICE ASSOCIATE

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How many of the employees who vacated your agency during FY 14 were Hispanic?

2

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List the position titles.

Q1: Officials/Manager SENIOR PUBLIC SERVICE ADMINISTRATOR Q3: Officials/Manager SENIOR PUBLIC SERV ADMIN

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How many employees were hired during FY 14? 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.

52

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List the position titles.

Q1: Technicians INSURANCE ANALYST III Technicians INSURANCE ANALYST III Office/Clerical OFFICE ASSOCIATE Technicians INSURANCE ANALYST III Technicians INSURANCE ANALYST III Technicians INSURANCE ANALYST II Office/Clerical OFFICE ASSOCIATE Office/Clerical OFFICE ASSOCIATE Professionals INFORMATION SERVICES INTERN Office/Clerical OFFICE ASSOCIATE Professionals HUMAN RESOURCES



REPRESENTATIVE Professionals ACTUARIAL ASSISTANT Professionals ACTUARIAL ASSISTANT Official/Manager PUBLIC SERVICE ADMINISTRATOR Professionals INSURANCE PERFORMANCE EXAMINER I Official/Manager PUBLIC SERVICE ADMINISTRATOR Technicians INSURANCE ANALYST II Professionals INFORMATION SERVICES SPECIALIST II Official/Manager PUBLIC SERVICE ADMINISTRATOR Q2: Professionals INS CO FIELD STAFF EXAM TR Professionals INS CO FIELD STAFF EXAM TR Professionals ACCOUNTANT ADVANCED Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager PUBLIC SERVICE ADM Professionals INSURANCE ANALYST I Technicians INSURANCE ANALYST II Technicians INSURANCE ANALYST II Professionals INFO SYSTEMS ANALYST II Para-Professionals OFFICE SPECIALIST Professionals INSURANCE PERFORM EXAM I Professionals INSURANCE PERFORM EXAM I Professionals INSURANCE PERFORM EXAM I Q3: Officials/Manager PUBLIC SERVICE ADM Professionals INSURANCE CO FIELD STAFF EXAM TRAINEE Professionals INSURANCE CO FIELD STAFF EXAM TRAINEE Professionals INSURANCE CO FIELD STAFF EXAM TRAINEE Professionals INFORMATION SYSTEMS ANALYST I Officials/Manager PUBLIC SERVICE ADM Officials/Manager SENIOR PUBLIC SERV ADMIN Professionals INFORMATION SYSTEMS ANALYST II Office/Clerical OFFICE ASSOCIATE Q4: Professionals ADMINISTRATIVE ASSISTANT II Officials/Manager PUBLIC SERVICE ADMINISTRATOR Officials/Manager SENIOR PUBLIC SERVICE ADMINISTRATOR Professionals ACCOUNTANT ADVANCED Professionals ACCOUNTANT ADVANCED Professionals ACCOUNTANT ADVANCED Professionals INFORMATION SYSTEMS ANALYST I Officials/Manager PUBLIC SERVICE ADMINISTRATOR Professionals ACCOUNTANT ADVANCED Office/Clerical OFFICE ASSOCIATE

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How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

---

List the position titles.

Officials/Manager SENIOR PUBLIC SERV ADMIN Officials/Manager PUBLIC SERVICE ADM

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

gency utilizes Shared Services for hiring needs. The EEO Officer does review the Hire & Promotion Monitors received from Shared Services.

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

N/A

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The agency utilizes Shared Services for hiring needs. That said, the advantages and needs of a

diverse workforce are discussed in both Sr. Staff and HR meetings.

---

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

The agency utilizes Shared Services for hiring needs. That said, the advantages and needs of a diverse workforce are discussed in both Sr. Staff and HR meetings.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The agency utilizes Shared Services for hiring needs. That said, the advantages and needs of a diverse workforce are discussed in both Sr. Staff and HR meetings.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Staff is generally allowed to take state-sponsored courses and quality, free programs in their local community to increase skills.

---

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

1

---

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

0

---

How many veterans were hired externally during the year?

4

---

How many were Hispanic veterans?

0

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

None.

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## 2015 State Hispanic Employment Plan Survey

Agency: Investment Board

Director/Secretary: William R. Atwood

Submitted: 12/3/2014 3:46:00 PM

Certification: I Agree

Individual Information: Alise M. White, Deputy Executive Director, 180 N. Lasalle - Suite 2015, 312-793-5714, alise.white@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies. The Chief Fiscal Officer position was filled through this means.

---

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

No.

---

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

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

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How many Human Resources staff are there in your agency?

1

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

Not applicable.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

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How many Rutan interviews were conducted during FY 14?

0

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

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List the position titles.

Not applicable

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How many of the employees who vacated your agency during FY 14 were Hispanic?

0

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List the position titles.

Not applicable.

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

Not applicable. Most positions at Illinois State Board of Investment are non-code positions.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

Not applicable.

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

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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.

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

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During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

During the year the Deputy Executive Director keeps in direct contact with the liaison assigned to Illinois State Board of Investment to review all plans, policies and procedures to ensure that they are in compliance with the legislative mandates of the Hispanic Employment Plan.

---

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

I attend the Quarterly Agency Personnel Manager meetings., In 2014 I attended the January 28, 2014 meeting, the April 29, 2014 meeting and the September 24, 2013 meeting.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

---

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

Name: Alise White

Title: Deputy Executive Director

Is this person an Executive senior staff member?: Yes

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

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

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Is the Agency compliant with the State Services Assurance Act?

No

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

The Act is not applicable to Illinois State Board of Investment as we do not have frontline staff.

---

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

Illinois State Board of Investment recruits on university campuses, through professional associations and through temp to perm arrangements with employment agencies.

---

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

7

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No recommendations were made.

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## 2015 State Hispanic Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Candace Jones

Submitted: 12/15/2014 4:20:00 PM

Certification: I Agree

Individual Information: Zina Smith, Public Service Administrator, 100 W. Randolph, Suite 4-200, Chicago, Illinois 60601, (312) 814-3317, zina.smith@doc.illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
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, 2014, provide the number of funded positions within each of the following EEOC categories:

54	Officials and Managers
809	Professionals
17	Technicians
0	Protective Service Workers
18	Para-Professionals
19	Office and Clerical
31	Skilled Craft Workers
55	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,003

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

DJJ 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 Juvenile Justice Intern Specialist to target Hispanic candidates.

---

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

Yes, DJJ has increased the number of Hispanic employees from the prior fiscal year in EEO job categories of Official/Administrator, Professionals and Office/Clerical.

---

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

To continue to test willing bilingual employees and Spanish Speaking options in titles such as the Juvenile Justice Specialist and the Youth and Family Specialist.

---

How many Human Resources staff are there in your agency?

8

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How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

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List the position titles.

Senior Public Service Administrator/Regional Administrator Public Service Administrator/EEO/AA Officer

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

10

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How many Rutan interviews were conducted during FY 14?

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

10

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

119

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List the position titles.

SPSA/PSA Juvenile Justice Specialist Intern Juvenile Justice Specialist Juvenile Justice Supervisor Youth & Family Specialist Business Manager Corrections Food Service Supervisor II Educator Executive Secretary II Plumber Account Tech I & II Business Admin Specialist Corrections Supply Supervisor I, II, & III Corrections Locksmith Executive II Methods & Procedures Advisor II Office Assistant Office Associate

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

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List the position titles.

Juvenile Justice Specialist

---

How many employees were hired during FY 14? 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

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List the position titles.

PSA Corrections Food Service Supervisor Corrections Maintenance Craftsmen Educational Diagnostician Educator Executive Executive Secretary Juvenile Justice Specialist Intern Methods & Procedures Advisor Office Associate Office Assistant Office Coordinator Psychologist Social Worker Student Worker Staff Development Specialist Youth & Family Specialist Business Manager Administrative Assistant Corrections Leisure Activity Specialist Account Technician Corrections Supply Supervisor Corrections Identification Technician

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

8

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List the position titles.

Juvenile Justice Specialist Intern Administrative Assistant

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

4

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

1

---

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

The EEO Officer reviews recommendations for hires, 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.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring or Promotion Monitor prior to any commitment being made to fill a position. During FY14, Human Resources Representative Training was conducted for all Personnel staff in the Northern, Central, and Southern Regions. Also, recruiters participate in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, ILLCF, education institutions, organizations and governmental entities. Recruiters are also trained to focus on underutilization in targeted areas.

---

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

The Shared Services Hiring Unit holds bi-annual training which includes recruitment for all DJJ Human Resources staff. DJJ also upgraded its recruitment materials with banners, informational brochures, offering applicants the opportunity to apply online and onsite at job fairs and informational workshops.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Recruiters participate in employer and legislative conferences, recruitment fairs sponsored by the community and educational institutions, informational sessions/workshops focusing on the Hispanic community. Also, provide the agency's Affirmative Action Plan annually.

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

Name: Fernando Chavarrio (Interim)

Title: EEO/AA Officer

Is this person an Executive senior staff member?: Yes

---

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

The Hispanic Liaison conducts recruitment outreach with Local Workforce Investment Act (LWIA) and IDES targeting Hispanics statewide.

---

Is the Agency compliant with the State Services Assurance Act?

No

---

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

DJJ is committed to continue to hire and promote frontline staff and conduct testing for bilingual staff in order to better serve the incarcerated population and their families. DJJ has posted positions with bilingual options and no one has applied. DJJ will continue to post vacant positions with bilingual options.

---

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

The Upward Mobility Program is available and encouraged within DJJ for employees' career advancement. It should also be noted that staff opportunities for promotion exist within negotiated contractual language such as Filling of Vacancies.

---

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

133

---

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

7

---

How many veterans were hired externally during the year?

62

---

How many were Hispanic veterans?

0

---

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

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

---

## 2015 State Hispanic Employment Plan Survey

Agency: Labor Department

Director/Secretary: Joseph Costigan

Submitted: 12/15/2014 4:19:00 PM

Certification: I Agree

Individual Information: Salvatore Calace, Human Resources Director, 160 N. LaSalle Street  
Chicago, IL 60601, 312-793-4463, sal.calace@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

15	Officials and Managers
34	Professionals
23	Technicians
0	Protective Service Workers
10	Para-Professionals
8	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

Our Agency has several bilingual pay positions for Hispanics that are filled per year.

---

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

The increases were marginal 1-3 employees that were compliant with hiring practices internally with our Agency under the AFSCME Bargaining Agreement.

---

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

Our Agency is currently at parity and is fully funded in terms of bilingual paid employees.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Chief Information Officer Division Manager of Fair Labor Standards

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

3

---

How many Rutan interviews were conducted during FY 14?

100

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

30

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

17

---

List the position titles.

Industrial Services Hygienist Manager of Enforcement Compliance Officer Office Associate  
Public Safety Inspector

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? 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.

23

---

List the position titles.

Industrial Services Hygienist Manager of Enforcement Compliance Officer Office Associate  
Public Safety Inspector Labor Conciliator Account Tech II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

5

---

List the position titles.

Labor Conciliator Office Associate Wage Claims Specialist

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

5

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The Department of Labor currently has no underutilization. We are monitoring the status closely on a quarterly basis and strive to be at parity.

---

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

This would be situational dependant upon the opportunity for random selection in compliance with the hiring standards of the State.

---



During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Department of Labor closely monitors all EEO and legislative mandates of the Hispanic Employment Plan while honoring the hiring practices of the State. DOL is compliant with EEO and Senior Staff meets twice per year to go over mandates and EEO statistics for our Agency.

---

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

Our Agency utilizes the Upward Mobility Program and we are currently at parity. A Senior Staff meeting is held twice (2) per year to go over EEO statistics and potential recruitment.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Our Agency has been at parity for over two (2) years and has not had to identify this potential problem since I began employment here at DOL.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Our Agency utilizes the Upward Mobility Program and we are currently at parity.

---

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

3

---

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

1

---

How many veterans were hired externally during the year?

6

---

How many were Hispanic veterans?

1

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Melissa Mlynski

Submitted: 12/3/2014 1:31:00 PM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S400, Chgo 60601,  
312 793 6426, carla.stone@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

- 3 Officials and Managers
- 12 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations we were able to hire a Hispanic attorney.

---

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

N/A

---

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

N/A

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Technical Advisor II

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

3

---

List the position titles.

PSA Technical Advisor II

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

---

List the position titles.

Public Admin Intern

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

2

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The personnel manager reminds hiring staff of the need to hire minorities 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.

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Staff is updated by the personnel manager via memos from CMS and DHS.

---

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

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

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

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

N/A

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

N/A

---

## 2015 State Hispanic Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell

Submitted: 12/15/2014 11:32:00 AM

Certification: I Agree

Individual Information: Renee Strickland, Personnel Director, 160 N. LaSalle St., Suite N-400,  
Chicago, IL 60601, 312/793-3245, renee.strickland@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

No.

---

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

Post all open positions.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

7

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---



Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

2

---

List the position titles.

Public Service Administrator, Opt. 8L Office Associate, Opt. 2

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

---

List the position titles.

Public Service Administrator, 8L Office Associate, Opt. 2

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

No underutilization. Annual Review of the EEO/AA policy/plan and reports. EEO Officer completes the hiring and promotion monitor form when applicable.

---

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

When random selection is available, qualified candidates from all EEO/AA categories are invited for interview.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Individuals responsible for hiring decisions are aware of the mandates of the Plan. The agency's

personnel manager has received training at CMS personnel meetings and meetings with the agency's EEO/AA liaison.

---

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

Agency liaison attended the Annual IAHSE Conference.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Attend the IAHSE Annual Conference. Post all open positions. Assist individuals interested in employment/internship opportunities.

---

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

Name: Victor Blackwell

Title: Executive Director

Is this person an Executive senior staff member?: Yes

---

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

Attends annual IASHE Conference Assists individuals interested in employment/internship opportunities.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

N/A

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No recommendations.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Kevin McClain

Submitted: 12/15/2014 9:59:00 AM

Certification: I Agree

Individual Information: Anthony Raffety, EEO/AA Officer, 4500 S. 6th St. Rd., Springfield, IL.  
62703, 217-782-4540, anthony.raffety@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

- 6 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

NA

---

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

NO

---

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

We are a small agency of 16 employees and we are not underutilized in any minority category.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

None.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

3

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

2

---

List the position titles.

Private Secretary and Executive I

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

NA

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

(1) Private Secretary (2) Executive I

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

NA

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

While we are a small agency of 16 employees, our EEO Officer sees to it that we are in full compliance with all EEO/AA mandates, we complete quarterly EEO reports and an annual Affirmative Action Plan.

---

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

NA

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

We follow all CMS and RUTAN guidelines and requirements, and our interviewers are RUTAN

certified interviewers.

---

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

Our interviewers are RUTAN certified interviewers and we are not underutilized in any minority categories.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

We are a small agency of 16 employees and we are not underutilized in any minority category.

---

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

Name: No

Title: NA

Is this person an Executive senior staff member?: NA

---

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

NA

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

NA

---

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

We are a small agency and we are not underutilized in any minority category.

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

1

---

How many were Hispanic veterans?

0

---

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

None.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Lottery

Director/Secretary: Michael Jones

Submitted: 12/15/2014 10:56:00 AM

Certification: I Agree

Individual Information: Lydia S. Mills, HR Liaison; Labor Relations & EEO & AA Officer, 101 West Jefferson Street MC 3-970 Springfield, IL 627020, 217-524-5252, Lydia.S.Mills@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

16	Officials and Managers
66	Professionals
14	Technicians
0	Protective Service Workers
22	Para-Professionals
15	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:



As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

As of June 30, 2014 the Lottery employed 135 employees of the 135 employees 7 or 5.19 were Hispanics.

---

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

An increase of 2 Lottery Sales Rep.

---

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

We plan on hiring two spanish speaking biligual staff. Both staff would be para-professional.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

40

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

23

---

List the position titles.

Office Associate Lottery Sales Representative Office Coordinator Lottery Telemarket Representative

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

2

---

List the position titles.

Lottery Sales Representative

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

13

---

List the position titles.

Lottery Sales Representative Lottery Regional Coordinator Office Administrator 4 Office Associate Public Service Administrator

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Central Management Services sponsors career enhancement and self development class to employees at no cost. It also sponsors training program in a variety of subjects and administers the Upward Mobility Program.

---

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

Once again this process would be handled by A & R Shared Services.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Lottery's hiring, interviewing and recruitment efforts are done by the Administrative & Regulatory Shared Services Center. The A & R shared Services staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Rules & Regulations.

---

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

Once again the training recruitment of Hispanic is done by A & R shared Services.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The A & R shared Services Recruitment & Section staff follow prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria and Technical Manual.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

N/A

---

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

2

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

Lottery has an underutilization of 1 Hispanic.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Medical District Commission

Director/Secretary: Warren Ribley

Submitted: 12/16/2014 3:28:00 PM

Certification: I Agree

Individual Information: Kesner Bienvenu, Chief Legal Counsel, 2100 W. Harrison Street, Chicago IL 60612, 312-738-5800, kbienvu@medicaldistrict.org

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

NA

---

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

NA

---

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

NA

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Manager

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

Staff Accountant

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

NA

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

5

---

List the position titles.

Chief of Staff Urban Planner/Sustainability Coordinator Executive Assistant Program Manager  
Senior Accountant

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

1

---

List the position titles.

Senior Accountant

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

NA

---

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

NA

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

NA

---

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

NA

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

NA

---

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

Name: NO

Title: NA

Is this person an Executive senior staff member?: NA

---

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

NA

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

NA

---

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

NA

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

NA

---



## 2015 State Hispanic Employment Plan Survey

Agency: Military Affairs

Director/Secretary: Major General Daniel M. Kru

Submitted: 12/15/2014 1:19:00 PM

Certification: I Agree

Individual Information: Ruth Moenck, Human Resources rep, 1301 N. MacArthur Blvd, Springfield, IL 62702, 217-761-3633, ruth.a.moenck.nfg@mail.mil

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

6	Officials and Managers
49	Professionals
11	Technicians
37	Protective Service Workers
3	Para-Professionals
5	Office and Clerical
9	Skilled Craft Workers
93	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

213

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Agency continues to monitor hires and makes sure that all minorities, including Hispanic persons, are afforded the opportunity to interview, provided they meet all qualifications and are reachable. The Agency did hire a Hispanic person for an Engineering Technician II position and a Building/Grounds Maintenance Worker position.

---

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

In the Protective Service EEO Category, 1 Hispanic person resigned In the Technician EEO category, 1 Hispanic person was hired In the Service/Maintenance EEO category, 1 Hispanic person was hired

---

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

EEO/AA Office will continue to provide the AA Monitoring forms to certified interviewers prior to interviews indicating underutilization, if applicable. We do not employ and do not need any Spanish-speaking bilingual staff, so we will not be focusing on hiring any Spanish-speaking bilingual staff. We are currently underutilized by 1 Hispanic in the Service/Maintenance category so that will be our focus.

---

How many Human Resources staff are there in your agency?

6

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

14

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

25

---

List the position titles.

Admin Assistant I; Building/Grounds Laborer; Building/Grounds Maintenance Worker; Building/Grounds Supervisor; Military Cooperative Agreement Spec; Military, Crash, Frie, Rescue I; Military, Crash, Frie, Rescue II; Military Maintenance Engineer; Military Security Police I; Office Coordinator; Public Service Administrator

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

1

---

List the position titles.

Military, Crash, Frie, Rescue I

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

18

---

List the position titles.

Admin Assistant I, Building/Grounds Laborer, Building/Grounds Maintenance Worker, Engineering Tech II, Executive Secretary III, Military Cooperative Agreement Spec, Military Environmental Spec, Military Facility Officer II, Military Maintenance Engineer, Private Secretary II, Public Service Admin, Sr Public Service Admin

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

2

---

List the position titles.

Building/Grounds Maintenance Worker, Engineering Technician II

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

EEO/AA Office completes the appropriate Hiring or Promotion Monitor form which is forwarded to interviewing/selecting official(s) prior to conducting interviews. Completed AA Monitor form is reviewed to ensure thorough and accurate completion, and is then signed by the EEO/AA Office and by the Director prior to any offer of employment.

---

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

After reviewing AA Monitor form, "blind" list is reviewed for applicants that may address the Agency's underutilization. If there are, some or all (depending on the total number on the list) of underutilized applicants will be requested for interview in addition to the random selection of a reasonable representation of all other applicants.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Military Affairs is underutilized by only 1 Hispanic person, however the Agency still makes sure all minorities, including Hispanic persons, are afforded the opportunity to interview, provided they meet all qualifications and are reachable. No additional meetings were held or scheduled as the Agency has very little Hispanic underutilization and all administrative and senior staff involved in the hiring process are briefed on underutilization needs.

---

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

Interviewing/selecting official(s) are informed of underutilization needs prior to interviewing. No additional training or meetings were held or scheduled as the Agency has very little Hispanic underutilization and all administrative and senior staff involved in the hiring process are briefed on underutilization needs. The Agency does not have any budget allocations to support additional training.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The Agency has no budget allocations to specifically support and train staff, so we rely on CMS to successfully recruit minorities and females. The Agency plans on discussing issue with CMS Diversity Enrichment Program Director.

---

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

Name: No

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Hispanic employees are afforded the opportunity to participate in the Upward Mobility Program through the State of IL.

---

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

3

---

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

0

---

How many veterans were hired externally during the year?

10

---

How many were Hispanic veterans?

1

---

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

No recommendations to date.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Natural Resources

Director/Secretary: MARC MILLER

Submitted: 12/11/2014 2:33:00 PM

Certification: I Agree

Individual Information: GLORIA WILLIAMS, EEO/AA OFFICER, ONE NATURAL RESOURCES  
WAY SPRINGFIELD IL 62702, 217-782-2662,  
GLORIA.WILLIAMS@ILLINOIS.GOV

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

277	Officials and Managers
527.5	Professionals
68	Technicians
164	Protective Service Workers
88	Para-Professionals
77.5	Office and Clerical
11	Skilled Craft Workers
266.5	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,244.5

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Recruitment staff is organizational within the EEO Office. The EEO staff frequently works with the Department of Central Management Services Diversity Enrichment Program in collaboration for the purpose of recruiting minorities. The Recruitment Officer participates in numerous career fairs and information meetings. The EEO/AA Officer works with the agency Human Resources Division and provides statistics regarding the underutilization of Hispanics in the DHR regions and the importance of achieving parity in those areas. The agency hired the following Hispanics in FY14: 1 - Office Associate Opt 2 1 - Office Coordinator Opt 2 1 - Conservation Police Officer Trainee

---

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

The Agency has increased its Hispanic workforce numbers by three compared to prior Fiscal Year. 1 - Office Associate Opt 2 1 - Office Coordinator Opt 2 1 - Conservation Police Officer Trainee

---

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

The Agency will continue its recruitment efforts to increase the number of Hispanics by continuing to disseminate the agency job postings to various Outreach networks via-email and to parties who have designated their interest in receiving agency job postings; attendance at various career fair/workshops to proactively populate the eligibility list for commonly filled DNR positions; work with various stakeholders to determine and identify clear career paths in each organizational unit within IDNR. This would include allowing for entry-level positions not to require job experience in every IDNR organizational unit, clearing the way for us to recruit at various Colleges/Universities where individuals are interested and majoring in fields which are more directly applicable to IDNR. The Agency will continue to increase Spanish-speaking bilingual staff by determining the demand and needs for services according to geographical areas.

---

How many Human Resources staff are there in your agency?

11

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

Please Note: The Office Director for Law Enforcement reports to the Deputy Director.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

2

---

How many Rutan interviews were conducted during FY 14?

493

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

12

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

64

---

List the position titles.

Official/Administrators Professionals Technicians Protective Services Para-Professionals  
Office/Clerical Skilled Craft Service/Maintenance

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? 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.

271

---

List the position titles.

Officials/Administrators Professionals Technicians Protective Service Workers Para-Professionals Office/Clerical Service-Maintenance

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

4

---

List the position titles.

Office Associate Opt 2 Office Coordinator Opt 2 Conservation Police Officer Trainee Civil Engineer 3 - Promotion

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)



---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

1

---

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

The EEO/AA Officer works with the agency Human Resources Division and provides statistics regarding the underutilization of minorities in the EEOC categories in the underutilized DHR regions and the importance of achieving parity in those areas; provides input and status on the State Hispanic Employment Plan Act (PA 096 - 0597) to HR; periodically reviews the CMS blind list and/or informs HR of the underutilization of minorities in the EEOC categories when the agency has the opportunity to hire from the Open Competitive list and periodically reviews the Interview packets where minority/female applicants were not the highest ranked candidate for hire.

---

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

•HR Calls for Eligibility List •There are no names on this list. Each candidate on the list is identified by a number, e.g. 1,2,3,4. •HR designates the total number of candidates it wishes to interview. For the sake of this example, we will call them interviewees. •HR has a database it uses as a lottery •HR enters the total number of candidates from the eligibility list and the desired number of interviewees into the database. •The database randomly selects the interviewees. For example, if the total number of candidates on the eligibility list equaled 300 and HR wanted to interview 10, the database would randomly choose 10 numbers between 1 and 300. For example, 5,10,15,20,25,30,35,40,45,50. •HR would send that list of numbers to CMS and ask for the list of names corresponding to the selected numbers on the list. •CMS would then send HR the names corresponding to the 10 numbers submitted. All 10 individuals on that list must be invited to interview.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Recruitment staff is organizational within the EEO office. On a weekly basis, with some exceptions, EEO staff has met with the agency head and other administrators to discuss recruitment strategies to address minorities. Attendance at career fairs/informational meetings; increasing the number of minorities employees who are certified to conduct Rutan interviews. EEO Staff frequently works with the Department of Central Management Services Diversity Enrichment Program in collaboration for purposes of recruiting minorities.

---

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

The Recruitment Officer is a member of and works very closely with the Illinois Association of Hispanic State Employees (IAHSE) since 2008. Since 2008 he has attended the annual IAHSE Training Conference, where he is usually a presenter. In FY15, the conference was held in Chicago on 10/25/14. The Recruitment Officer is a Certified Master Trainer. He has facilitated Diversity related training to State of Illinois staff for many years. EEO staff frequently participates in recruitment events with the Governor's Office and the Illinois Department of Central Management Services, organized to target the Hispanic community.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The EEO Office has frequent meetings with the Agency Head, HR and other administrators to discuss recruitment needs and strategies pertaining to the State Hispanic Employment Plan; facilitates employment workshops and participates in numerous career fairs to proactively populate the eligibility list for commonly filled DNR positions, and partnership with other state agencies and organizations for recruitment activities targeting Hispanic communities; reviews monthly the agency's underutilization Summary Report to identify underutilized EEO groups by DHR regions; disseminate the agency job postings to various outreach networks via e-mail and to parties who have designated their interest in receiving agency job postings.

---

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

Name: JASON BREWER

Title: HUMAN RESOURCES SPECIALIST

Is this person an Executive senior staff member?: YES

---

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

The EEO Office has frequent meetings with the Agency Head, HR, and other Administrative staff to discuss recruitment needs and strategies pertaining to Hispanics and other EEO groups. The EEO office facilitates employment workshops and participates in numerous career fairs, and other recruitment activities targeting the Hispanic communities. The EEO office, in collaboration with the IDNR Office of Community Outreach has run the Urban Collegiate Conservation Internship Program (UCCI). The UCCI is an internship for college students for the purpose of exposing interns to IDNR related careers.

---

Is the Agency compliant with the State Services Assurance Act?

No

---

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

The Agency is committed to being in compliance with the State Services Assurance Act. Our current bilingual staff consists of three. However in prior Fiscal Year(s) the agency has designated positions as Bilingual. Natural Resources Manager II, Opt 2, Natural Resources Coordinator Opt 5 Office Assistant Opt SS2 Office Associate Opt 2SS However, we have faced many challenges, including lack of candidates, technical skills set and operational needs. The agency will continue its recruitment and outreach efforts to Hispanic organizations to assist us in this endeavor.

---

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

The Agency encourages all employees to participate in the Technical Computer Training Program; IL Dept of Human Rights Institute for Training and Development; The Upward Mobility Program; Tuition Reimbursement Program; Diversity training for State employees. The agency encourages and approves attendance and active participation in training programs and conferences specifically designed for minority employees; such as the annual training conferences provided by the IL Association of Minorities in Government (IAMG) and the IL Association of Hispanic State Employees

---

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

---

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

0

---

How many veterans were hired externally during the year?

62

---

How many were Hispanic veterans?

1

---

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

Department of Human Rights recommends we continue our recruitment efforts to hire Hispanics.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: Ricardo Meza

Submitted: 12/15/2014 4:49:00 PM

Certification: I Agree

Individual Information: David Morrison, Director of Ethics Training & Compliance, 69 W. Washington, Suite 3400 Chicago, IL 60602, 312-814-1932, david.morrison@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The OEIG is an exempt non-code agency. Our agency did not conduct any studies, but we do monitor our success by making certain the EEO/AA reports are accurate and reflect activities that agency staff undergo in order to develop a diverse workforce.

---

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

The OEIG is an exempt non-code agency. In the last year, the office saw a net increase of one (+1) in officials and managers in the Hispanic category.

---

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

The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce and is pleased to report that agency staff do carefully review candidate applications to make certain that candidates of all backgrounds are considered for vacant positions

---

How many Human Resources staff are there in your agency?

3

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

6

---

List the position titles.

General Counsel; Deputy Inspector General & Chief; Legislative Assistant Inspector General; Assistant Inspector General; and Supervising Investigator.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

17

---

List the position titles.

Chief of Staff; Director of Finance & Administration; Deputy Inspector General & Chief; Deputy Inspector General; Assistant Inspector General; Supervising Investigator; and Investigator

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

2

---

List the position titles.

Deputy Inspector General and Investigator.

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

28

---

List the position titles.

First Deputy Inspector General; Chief of Staff; General Counsel; Deputy Chief of Staff and Director Ethics Training & Compliance; Director Ethics Training & Compliance; Director Finance & Administration; Deputy Inspector General & Chief; Deputy Inspector General; Legislative Inspector General; Assistant Inspector General; Supervising Investigator; Investigator; Investigator Auditor; Administrative Account Clerk; and Administrative Assistant.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

3

---

List the position titles.

Deputy Inspector General & Chief; Assistant Inspector General and Investigator Auditor.

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

5

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

N/A

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The OEIG is an exempt non-code agency. Despite this fact, OEIG leadership is aware of the benefit of having a diverse workforce and seeks to provide persons of all backgrounds the opportunity to work for the OEIG.

---

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

The OEIG is an exempt non-code agency. The OEIG encourages all of its employees to participate in training programs, including programs aimed at enhancing the agency's ability to increase workforce diversity.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce. Depending on agency personnel availability and agency resources, the OEIG does attend job fairs and other events that recognize the benefits of workforce diversity.

---

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

Name: NA

Title: NA

Is this person an Executive senior staff member?: NA

---

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

NA

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce. The OEIG encourages all of its employees to participate in training programs.

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No recommendations have been received.

---



## 2015 State Hispanic Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Deanna Glosser

Submitted: 12/8/2014 3:18:00 PM

Certification: I Agree

Individual Information: Kathy Griffin, Chief Fiscal Officer, 1021 N. Grand Ave., East Springfield, IL 62794-9274, 217-524-8512, Kathy.Griffin@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

The Board currently has no underutilization in the Hispanic category. When a vacancy occurs, the Board seeks qualified candidates through job postings, applications, and resumes.

---

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

No

---

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

The Board seeks qualified candidates through job postings, applications and resumes. Resources from IDHR are also utilized. The Board has no positions with a bilingual option.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

SPSA 8L - General Counsel

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Private Secretary I

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

Vacancies are posted on the Work4Illinois website. Applications are accepted during that process. Vacancies are also shared with other IDHR liaisons.

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

All administrative staff and management are aware of any areas where underutilization exists. Qualified candidates are sought to fill those vacancies when they occur.

---

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

Administrative staff and management are aware of any areas of underutilization. Resources from IDHR are utilized.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Discussions are held with upper management regarding areas of underutilization.

---

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

Name: N/A

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Due to the size of the Board, there are not any promotional programs other than Upward Mobility for staff.

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No recommendations were made to the Board.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Adam Monreal

Submitted: 12/4/2014 10:22:00 AM

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, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

As of June 30, 2014, 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
  - 4 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

n/a

---

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

no

---

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

reviewing of current and potential positions and agency needs

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

n/a

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

---

List the position titles.

n/a

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

oversees and participates in the interview/hiring process

---

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

n/a

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

n/a - no current or funded open positions

---



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

CMS training/meetings

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

internships - non paid careers fairs at the local universities

---

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

Name: n/a

Title: n/a

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

---

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

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

n/a

---

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

upward mobility

---

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

0

---

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

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

none

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## 2015 State Hispanic Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis G. Apostol

Submitted: 12/15/2014 1:03:00 PM

Certification: I Agree

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

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

N/A

---

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

None

---

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

The number of Hispanic employees was increased by one in FY14 - a receptionist was hired for our Des Plaines Office.

---

How many Human Resources staff are there in your agency?

0

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How many of those Human Resources staff are minorities?

0

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

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List the position titles.

Public Service Administrator, Opt 3

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

1

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

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Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Office Associate

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

1

---

List the position titles.

Office Associate

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

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

The Property Tax Appeal Board is too small to calculate underutilization.

---

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

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Administrative staff were provided access to the Affirmative Action Plan. Only one vacancy was approved to fill in FY14.

---

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

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

N/A

---

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

Name: No

Title: N/A

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

---

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

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

N/A

---

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

2

---

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

1

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

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

No

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## 2015 State Hispanic Employment Plan Survey

Agency: Public Health

Director/Secretary: LaMar Hasbrouck, MD, MPH

Submitted: 12/15/2014 3:57:00 PM

Certification: I Agree

Individual Information: Robin Tucker-Smith, EEO/AA Officer & ADA Coordinator, 69 W. Washington Street, Suite 3500, Chicago, IL 60602, (312) 814-1041, robin.tucker@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

322	Officials and Managers
634	Professionals
40	Technicians
0	Protective Service Workers
52	Para-Professionals
88	Office and Clerical
0	Skilled Craft Workers
7	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,143

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

There was an increase in the number of Hispanics hired in the following categories: Public Service Administrator Opt 8N Office Assistant Office Associate Office Coordinator

---

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

There was an overall increase in our Hispanic staff of 10 Officials/Administrators - Increase of 1 Professionals - Increase of 5 Technicians - Remained the same Paraprofessionals - Remained the same Office/Clerical - Increase of 4

---

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

-Increase the number of Hispanic Rutan Interviewers -Recruit/Hire/Retain Hispanics in all EEO Job Categories from front-line staff through Senior management -Prior to posting front line vacancies review job description duties to evaluate the need to modify and include the Spanish-speaking option -Network with Hispanic public health stakeholders and other community organizations to increase interest in public health careers Partner w/college and university Minority Career centers to increase interest in public health careers Partner w/public schools on Shadowing Days and other opportunities to garner interest in public health careers

---

How many Human Resources staff are there in your agency?

10

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

2

---

List the position titles.

Senior Public Service Administrator

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

---

How many Rutan interviews were conducted during FY 14?

140

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

16

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

75

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List the position titles.

Senior Public Service Administrator Public Service Administrator Medical Administrator  
Administrative Assistant 1 & 2 Health Facilities Surveillance Nurse Health Facilities Surveyor  
Clinical Lab Technologist Plumbing Inspector Public Health Program Specialist Account  
Technician Methods & Procedures Advisor Environmental Health Specialist Environmental  
Engineer Office Administrator Office Associate Office Assistant Office Specialist

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How many of the employees who vacated your agency during FY 14 were Hispanic?

3

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List the position titles.

Senior Public Service Administrator Office Specialist Office Associate

---

How many employees were hired during FY 14? 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.

145

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List the position titles.

Accountant Accountant Supervisor Administrative Assistant I Executive Secretary III Executive  
I Executive II Health Facilities Surveillance Nurse Human Resources Specialist Methods and  
Procedures Advisor II Methods and Procedures Career Associate I Methods and Procedures  
Career Associate II Office Administrator III Office Associate Office Coordinator Office  
Specialist Paralegal Assistant Public Health Program Specialist II Public Service Administrator  
Senior Public Service Administrator Student Intern Switchboard Operator I Technical Advisor II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

12

---

List the position titles.

Executive I Health Facilities Surveillance Nurse Methods and Procedures Career Associate I  
Office Associate Office Specialist Public Service Administrator Senior Public Service  
Administrator Switchboard Operator I

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

56

---



If your agency employed student workers/interns in FY 14 how many were Hispanic?

7

---

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

Where underutilization exists, candidates within the deficient EEO race category are selected to interview.

---

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

Where underutilization exists, candidates within the deficient EEO race category are selected to interview.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The EEO Officer, Office of Human Resources, Community Public Health Outreach Manager and Center for Minority Health provide information to our Senior Staff regarding mandates. Senior Staff is responsible for disseminating compliance documentation to their staff. The EEO Officer approves all hires and promotion monitor forms prior to the hiring decision. Rutan certified staff and other staff involved in the hiring and interview process are guided by the Office of Human Resources in this process.

---

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

The Human Resources Office conducts one on one trainings with those involved in the recruitment/hiring process. The EEO Officer has a Professionals in Human Resources (PHR) Certification designated by the HR Certification Institute with several years of recruitment training and experience.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

IDPH has participated in job and health fairs marketed to the Hispanic Community; posted job opportunities with the CMS Diversity Enrichment Office; participated in conferences such as the Illinois Association of Hispanic Employees, the Illinois Hispanic Nurses Association and the Chicago Bilingual Nurses Consortium. Job opportunities are also shared with key contacts at the Hispanic Employment Plan Advisory Board and the Illinois Hispanic Nurses Association. Job opportunities are shared with a network of key Hispanic/Latino staff throughout our agency. IDPH has also recruited at the college/university level to provide students with internship opportunities.

---

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

Name: Juana Ballesteros

Title: Communit Public Health Outreach Manager

Is this person an Executive senior staff member?: Yes

---

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

Our Hispanic liaison supports IDPH recruitment efforts in the following ways: -Serves on the

Illinois Latino Family commission, advising on public health policies and collecting feedback from Commission members. -Serves on the Hispanic Employment Plan Advisory Board, helping to develop policy recommendations and addressing inquiries around Hispanic recruitment and hiring in state government. -Serves on Hispanic Alliance for Career Enhancement (HACE) Advisory Board, helping with relationship building between HACE and CMS to explore strategic Hispanic recruitment of HACE members and professional development activities. -Serves as a board member on several Latino serving non-profits through which she informs others about current job opportunities at IDPH -Participates in Hispanic focused health fairs, forums, conferences and symposiums through which outreach is conducted -Meets with Latino Caucus members in hearings and individually regarding Department diversity and hiring. -Ensures materials are available in Spanish.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

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

N/A

---

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

Employees have training available via the ITRAIN system as well as the opportunity to request to attend job related training programs provided by other agencies. Union employees may also sign up to be part of the Upward Mobility Program.

---

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

18

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

2

---

How many veterans were hired externally during the year?

18

---

How many were Hispanic veterans?

4

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

No recommendations have been made.

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## 2015 State Hispanic Employment Plan Survey

Agency: Racing Board

Director/Secretary: Marc Laino

Submitted: 12/15/2014 1:51:00 PM

Certification: I Agree

Individual Information: Katherine Laurent, General Counsel, 100 W. Randolph St., Suite 5-700,  
Chicago, IL 60601, 312-814-5074, kathy.laurent@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

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

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

50

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

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

---

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

No studies have yet been performed.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

All recruitment and hiring activities are coordinated by the A&R Shared Services Center.

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

1

---

List the position titles.

Chief State Steward Executive Assistant to the Executive Director

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

1

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

3

---

List the position titles.

Board Attorney State Veterinarian Horse Identifier

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Horse Identifier

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

All activities are coordinated by the A&R Shared Services Center. The EEO Officer submits the EEO/AA quarterly reviews by IDHR to Shared Services and participates in the Hiring and Promotion Monitors.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Beginning July 1, 2009, the Racing Board works directly with CMS and A&R Shared Services,

meeting monthly with Shared Services staff to discuss human resources/personnel related and other matters of the Board. Shared Services guides the Board in all hiring, interviewing and recruitment matters as described in the CMS State Hispanic Employment Plan.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

There is no specific structure outside of the normal CMS programs and processes geared exclusively toward Hispanic employees.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

There is no specific structure outside of the normal CMS programs and processes geared exclusively toward Hispanic employees.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

There is no specific structure outside of the normal CMS programs and processes geared exclusively toward Hispanic employees.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

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How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

There have not been any recommendations to date.

---

## 2015 State Hispanic Employment Plan Survey

Agency: Revenue

Director/Secretary: Brian Hamer

Submitted: 12/15/2014 3:34:00 PM

Certification: I Agree

Individual Information: Jim Nichelson, Senior Public Service Administrator - Legal Services, 101 West Jefferson MC 5-500, Springfield, IL 62702, 217-785-8253, jim.nichelson@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

6	Officials and Managers
19	Professionals
8	Technicians
0	Protective Service Workers
8	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

1	Officials and Managers
8	Professionals
2	Technicians
0	Protective Service Workers
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

241	Officials and Managers
917	Professionals
240	Technicians
13	Protective Service Workers
149	Para-Professionals
124	Office and Clerical
9	Skilled Craft Workers
5	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,726

---



As of June 30, 2014, provide the underutilization for Hispanics 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

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Department created a Spanish-Speaking Liquor Control Special Agent 1 to address the need of a larger number of Spanish-speaking licensees in Central Illinois.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Officials/Administrators: plus 1 Professionals: plus 2 Technicians: plus 5

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

Supervisors in our Taxpayer Assistance Division review logs of incoming calls and walk-ins to determine the number of taxpayers needing assistance to determine if additional bilingual employees are needed. The Department created a Spanish-Speaking Liquor Control Special Agent 1 to address the need of a larger number of Spanish-speaking licensees in Central Illinois.

---

How many Human Resources staff are there in your agency?

43

---

How many of those Human Resources staff are minorities?

3

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

4

---

List the position titles.

Public Service Administrators, Senior Public Service Administrators

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

4

---

How many Rutan interviews were conducted during FY 14?

534

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

123

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

255

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List the position titles.

Account Clerk 2, Account Technician 1, Account Technician 2, Accountant, Accountant Advanced, Administrative Assistant 1, Administrative Assistant 2, Chief Internal Auditor, Data Processing Assistant, Data Processing Specialist, Executive 1, Executive 2, Executive Secretary 1, GAAP Accountant, Guard 2, Human Resources Representative, Human Resources Specialist, Information Services Specialist 1, Information Services Specialist 2, Information Systems Analyst 1, Information Systems Analyst 2, Licensing Assistant, Liquor Control Special Agent 1, Office Assistant, Office Associate, Office Coordinator, Public Service Administrator, Revenue Computer Audit Specialist, Revenue Audit Supervisor, Revenue Auditor Trainee, Revenue Auditor 3, Revenue Tax Specialist Trainee, Revenue Tax Specialist 1, Revenue Tax Specialist 2, Revenue Tax Specialist 3, Revenue Collection Officer 1, Revenue Collection Officer 3, Senior Public Service Administrator, Student Intern/Worker, Tech Advisor 1, Tech Advisor 2, Tech Advisor 3, Tech Advisor Advanced Program Specialist

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

3

---

List the position titles.

Human Resource Representative, Revenue Auditor 3, Student Intern

---

How many employees were hired during FY 14? 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.

314

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List the position titles.

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, Geographic Information Specialist 2, 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 Auditor 1, Revenue Auditor 3, Revenue Collection Officer 1, Revenue Computer Audit Specialist, Revenue Special Agent Trainee, Revenue Tax Specialist Trainee, Revenue Tax Specialist 1, Revenue Tax Specialist 2, Revenue Tax Specialist 3, Senior Public Service Administrator, Student Intern/Worker, Technical Advisor 1, Technical Advisor 2, Technical Advisor 3

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

---

List the position titles.

Executive 1, GAAP Accountant, Human Resource Representative, Revenue Tax Specialist Trainee, Senior Public Service Administrator, Student Intern

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

19

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

1

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What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Weekly meetings are held with the Chief of Staff, Human Resources staff, and the EEO Officer to review position vacancies and discuss underutilization. In addition, staff is trained on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When conducting a random selection of candidates, a pattern is chosen, numbers are circled, and then the names/addresses are requested. The number of names requested depends on how many candidates there are as well as how many positions we are hiring. Examples: pick all even numbers, every third number, the first and last number on each page, etc.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

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.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

Staff 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.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

In order to increase minority hiring, IDOR posts all vacancies on the Work4Illinois website, notified 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.

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Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A - The previous Hispanic liaison retired from the Department A new liaison will be appointed soon.

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Is the Agency compliant with the State Services Assurance Act?

Yes

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Department 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.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

80

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

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How many veterans were hired externally during the year?

37

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How many were Hispanic veterans?

2

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

The Department of Revenue has not received any specific recommendations provided by Hispanic Employment 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.

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## 2015 State Hispanic Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Director/Secretary: Kathryn Saltmarsh

Submitted: 12/18/2014 2:35:00 PM

Certification: I Agree

Individual Information: Kathryn Saltmarsh, Executive Director, 401 S. Spring, Room 617,  
Springfield IL 62706, 217-558-4749, kathy.saltmarsh@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

- 0 Officials and Managers
  - 0 Professionals
  - 0 Technicians
  - 0 Protective Service Workers
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

- 0 Officials and Managers
  - 0 Professionals
  - 0 Technicians
  - 0 Protective Service Workers
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, 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
  - 0 Para-Professionals
  - 1 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A - we had no studies or monitoring

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

N/A - we have no additional positions and FY14 is over.

---

How many Human Resources staff are there in your agency?

0

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

N/A

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How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

---

List the position titles.

Research Director (SPSA)

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

1

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

None

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

SPAC is exempt from the Personnel Code and chose candidates for the Research Director based on a statistical data test that was not part of the CMS testing process.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

SPAC relies on the HR staff at Public Safety Shared Services to insure compliance with all mandates.

---



What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

None

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

None

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

No

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

SPAC has no frontline employees as defined by Section 3-5 of the Act and does not provide any direct services to bilingual or Spanish speaking populations. Therefore, SPAC has not implemented any strategies to reach compliance with the Act.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

No

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## 2015 State Hispanic Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Lawrence Matkaitis

Submitted: 12/15/2014 4:44:00 PM

Certification: I Agree

Individual Information: Pam Sargent, Executive II, 1035 Stevenson Drive, Springfield, IL 62703,  
217/785-4717, Pam.Sargent@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

0	Officials and Managers
2	Professionals
0	Technicians
1	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
1	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

26	Officials and Managers
65	Professionals
24	Technicians
15	Protective Service Workers
4	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Agency has not completed any studies during this reporting period.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No change.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

The Agency continues to use the same hiring and promotional tools listed in our AA Plan. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security websites, notifies state of Illinois EEO Officers, agency employees, and all legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

15

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

10

---

List the position titles.

Storage Tank Specialist Chief Internal Auditor Arson Investigator I Boiler Safety Specialist 2 - Fire Prevention Inspector II 2 - Private Secretary 2 - Office Associate

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

None

---

How many employees were hired during FY 14? 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.

16

---

List the position titles.

3 - Boiler Safety Specialist 3 - Fire Prevention Inspector 2 - PSA SPSA 2 - Office Associate Tech Advisor 2 - Private Secretary Storage Tank Safety Specialist Fire Certification Specialist

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

None

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

Human Resource functions are handled by the Public Shared Service Center. Executive Staff and EEO Officers are aware of the agency's underutilized categories. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security Websites, notifies State of Illinois EEO Officers, agency employees, and Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to [work4illinois.gov](http://work4illinois.gov).

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

N/A

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Human Resource functions are handled by the Public Shared Service Center. Executive Staff and EEO Officers are aware of the agency's underutilized categories. The agency posts all vacancies on the [work4illinois.gov](http://work4illinois.gov) and Employment Security Websites, notifies State of Illinois EEO Officers, agency employees, and 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 Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: Vacant Position

Title: None

Is this person an Executive senior staff member?: None

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

No recommendations were provided.

---

## 2015 State Hispanic Employment Plan Survey

Agency: State Police

Director/Secretary: Director Hiram Grau

Submitted: 12/12/2014 4:59:00 PM

Certification: I Agree

Individual Information: Lieutenant Christy White, EEO Officer, 801 S. 7th Street, Suite 100-S,  
Springfield, IL 62703, 217-782-1282, Christy\_White@isp.state.il.us

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

5	Officials and Managers
12	Professionals
23	Technicians
132	Protective Service Workers
7	Para-Professionals
5	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

160	Officials and Managers
533	Professionals
312	Technicians
1,517	Protective Service Workers
146	Para-Professionals
169	Office and Clerical
9	Skilled Craft Workers
23	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

2,869

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

0 Officials and Managers  
2 Professionals  
1 Technicians  
9 Protective Service Workers  
0 Para-Professionals  
4 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

Underutilization at the beginning of FY14 was 61 Females, 50 African Americans, 19 Hispanics, 25 Asians, and 3 American Indians. For minorities during the year, there were 79 opportunities and 12 or 15% (9 African American and 3 Hispanic) addressed these goals.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

During FY14, there were 16 New Hires of Hispanic employees, and 10 Separations by Hispanic employees, with a net increase of 6 employees. Hispanic New Hires in FY14 EEO Categories: Technician – 1, Protective Service – 13, Paraprofessional – 1, Office/Clerical – 1 Hispanic Separations (retirements, transfer to another agency, deceased, etc.) in FY14 EEO Categories: Officials/Administrator – 1, Professional – 3, Technician – 1, Protective Service – 5

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

The ISP Recruitment Section seeks input from various resources regarding recruitment of diverse individuals, including Hispanics. Resources such as a Diversity Advisory Council (quarterly meetings which met last on 09/09/14), which has a Hispanic council member, the Hispanic Law Enforcement Association (routinely sought as a recruitment resource most recently on 10/24/14), and the Central Management Services Diversity Enrichment Program are vital to the ISP Recruitment Plan.

---

How many Human Resources staff are there in your agency?

3

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How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

22

---

List the position titles.

Captains, Lieutenants, Master Sergeants, Public Service Administrators, Senior Public Service Administrators



---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

24

---

How many Rutan interviews were conducted during FY 14?

81

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

10

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

190

---

List the position titles.

Administrative Assistant I, Administrative Assistant II, Accountant, Accountant Supervisor, Building/Grounds Laborer, Building/Grounds Lead I, Cadet, Captain, Communications Equipment Technician III, Criminal Intelligence Analyst II, Evidence Technician II, Executive I, Executive Secretary I, Executive Secretary II, Forensic Scientist Administrator II, Forensic Scientist I, Forensic Scientist III, Guard II, Information Services Specialist II, Information Systems Analyst I, Information Systems Analyst II, Lieutenant, Master Sergeant, Methods and Procedures Associate Trainee, Office Administrator III, Office Assistant, Office Associate, Office Coordinator, Office Specialist, Photographer, Polygraph Examiner III, Public Service Administrator, Senior Public Service Administrator, Sergeant, Special Agent, Telecommunicator Lead Specialist, Telecommunicator Specialist, Telecommunicator Trainee, Terrorism Research Specialist I, Trooper, Truck Weighing Inspector

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

10

---

List the position titles.

Special Agent, Captain, Master Sergeant, Sergeant

---

How many employees were hired during FY 14? 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.

175

---

List the position titles.

Accountant, Administrative Assistant II, Building and Grounds Maintenance Worker, Cadet, Executive I, Executive Secretary I, Fingerprint Technician, Firearms Eligibility Analyst I, Guard II, Information Services Specialist I, Information Systems Analyst I, Information Systems Analyst II, Internal Security Investigator I, Office Assistant, Office Associate, Office Coordinator, Public Service Administrator, Crime Information Evaluator, Evidence Technician II, Telecommunicator Trainee, Truck Weighing Inspector

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

16

---

List the position titles.

Guard II, Cadet, Truck Weighing Inspector, Office Assistant

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

169

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

12

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The ISP Office provides underutilization information when filling positions. The ISP EEO Officer reviews all Hiring and Promotion monitors, along with documentation justifying the selection, to ensure compliance.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

Public Safety Shared Services Center (PSSSC) staff handles the random selection of the open competitive hiring process and provide the names to the designated ISP Personnel Liaisons for each division. PSSSC Staff start at the beginning of the open competitive list and count out every other one, two, etc., depending on the ideal number of candidates the ISP needs.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The ISP EEO Office provides underutilization information when filling positions. The EEO Office reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure the underutilization of minorities is considered. All Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The ISP Recruitment Section seeks input from various resources regarding recruitment of diverse individuals, including Hispanics. Resources such as a Diversity Advisory Council (quarterly meetings which last met on 09/09/14), which has a Hispanic council member, the Hispanic Law Enforcement Association (routinely sought as a recruitment resource most recently on 10/24/14), and the Central Management Services Diversity Enrichment Program are vital to the ISP Recruitment Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Recruitment at events specifically targeting Hispanic men and women, Internship opportunities for Hispanic/Latin American students, meeting with Hispanic employees (Diversity Advisory Council) in order to develop an effective action plan for the recruitment of Hispanic and Latin individuals.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: Hector Alejandro

Title: Special Agent

Is this person an Executive senior staff member?: No

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

Special Agent Alejandro responds to requests directly from the ISP Director's Office requiring his expertise. These requests range from providing input on policy development, and assisting with inter-agency affairs to representing the Department at recruiting functions or Outreach functions requiring his advice and input.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

ISP civilian union employees are allowed and encouraged to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit (AFSCME). ISP employees are allowed and encouraged to participate in a variety of career enhancement programs offered through the Illinois Training Clearinghouse and Mobile Team Unit (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.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

33

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

48

---

How many were Hispanic veterans?

5

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

The Illinois Department of Human Rights recommended the ISP work with the Illinois Central Management Services (CMS) Diversity Coordinator to continue the training program to enhance the ISP's ability to address its affirmative action needs regarding minimum compliance criteria of females, minorities and disabled employees.

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## 2015 State Hispanic Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Ronald P Cooley

Submitted: 12/8/2014 2:22:00 PM

Certification: I Agree

Individual Information: Jenny Thornley, CFO & Personnel Director, 531 Sangamon Ave East  
Springfield, IL 60702, 217-786-6244, jthornley@ispmeritboard.org

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

- 0 Officials and Managers
  - 0 Professionals
  - 0 Technicians
  - 0 Protective Service Workers
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

- 0 Officials and Managers
  - 0 Professionals
  - 0 Technicians
  - 0 Protective Service Workers
  - 0 Para-Professionals
  - 0 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

- 3 Officials and Managers
  - 1 Professionals
  - 0 Technicians
  - 0 Protective Service Workers
  - 1 Para-Professionals
  - 2 Office and Clerical
  - 0 Skilled Craft Workers
  - 0 Service-Maintenance
- 

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

As of June 30, 2014, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

our agency is very small, we have 7 total employees. We utilize all EEO recourses relayed to us to make sure we are getting the open positions to all minorities.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

n/a

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

0

---

How many Human Resources staff are there in your agency?

1

---

How many of those Human Resources staff are minorities?

0

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

n/a

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

10

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

1

---

List the position titles.

PSA (CFO & HR Director)

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

PSA (CFO & Personnel Director) Public Service Intern Private Secretary II

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

n/a

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

we utilize all training and documentation provided by Department of Human Rights.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

n/a

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

We utilize all materials provided to us by the Department of Human Rights when posting or hiring in any position to make sure we are reaching all minorities.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

We use all materials provided to us by the department of human rights.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

we make sure our postings are distributed through Department of Human rights so it is reaching the Hispanic applicants that might be interested in applying with us.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: Ronald P.Cooley

Title: Director

Is this person an Executive senior staff member?: yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

n/a

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

follow all guidelines provided by the act.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

n/a

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

no

---

## 2015 State Hispanic Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 12/4/2014 10:50:00 AM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Specialist, State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

20	Officials and Managers
52	Professionals
7	Technicians
0	Protective Service Workers
9	Para-Professionals
12	Office and Clerical
1	Skilled Craft Workers
1	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:



As of June 30, 2014, provide the underutilization for Hispanics by category:

0 Officials and Managers  
2 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

N/A

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

2

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

---

List the position titles.

N/A

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

17

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

19

---

List the position titles.

Pension & Death Technician 1 & 2, Office Associate, ISA 1 & 2, Account Technician 2, Accountant, Retirement System Disability Specialist, PSA, Information Systems Intern, Executive I, SPSA, Accountant Advanced, Administrative Assistant 2, Executive II.

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

19

---

List the position titles.

Pension & Death Technician 1 & 2, Office Associate, ISA 1 & 2, Account Technician 2, Accountant, Retirement System Disability Specialist, PSA, Information Systems Intern, Executive II.

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

3

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer is also the Human Resource Manager who is made aware of the need to use open competitive lists to fill vacancies. When the list is ordered, the Annual Affirmative Action Plan is used to determine any underutilizations and then candidates are selected based on veteran status, education, gender and race.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

When the list is ordered, the Annual Affirmative Action Plan is used to determine any underutilizations and then candidates are selected based on veteran status, education, gender

and race.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

Agency staff responsible for hiring, interviewing, recruitment and EEO attend monthly staff meetings in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of compliance.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The EEO Officer is responsible for recruitment of all candidates to fill vacancies. Information regarding underutilization based on the Annual Affirmative Action Plan is discussed with all managerial staff regularly and especially when filling a vacancy. No other training materials are provided.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The agency has increased its recruitment efforts but has had no opportunities to increase the number of Hispanics employed by the agency due to the restrictions of the CBA.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: No

Title: NA

Is this person an Executive senior staff member?: NA

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

Tuition reimbursement and the Upward Mobility programs are available for all SRS employees. An employee may be eligible for tuition reimbursement to further career and professional development through the Tuition Reimbursement Program. The Tuition Reimbursement Program is administered as a mechanism through which mutual advantages are gained by both the employee and the State.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

4

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How many were Hispanic veterans?

0

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

None

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## 2015 State Hispanic Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James Conway, Agency Dire

Submitted: 12/15/2014 4:00:00 PM

Certification: I Agree

Individual Information: Kristene M. Callanta, Chief Administrative Officer, 160 N. LaSalle, Suite N-506, 312-814-4285, kristene.callanta@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

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As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

- 3 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, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

3

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

The Tax Tribunal submits Quarterly EEO/AA reports to the Dept. of Human Rights.

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

No

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

The Agency will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants. The Independent Tax Tribunal opened its doors on January 2, 2014. The Tribunal has determined there is no need for bilingual staff.

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How many Human Resources staff are there in your agency?

2

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How many of those Human Resources staff are minorities?

1

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

N/A

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How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

0

---

How many Rutan interviews were conducted during FY 14?

0

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

0

---

List the position titles.

N/A

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

---

List the position titles.

- Chief Administrative Law Judge - Administrative Law Judge - Chief Administrative Officer

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

While there are few opportunities to address underutilization, the Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

N/A

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Independent Tax Tribunal opened its doors on January 2, 2014. The Agency completed its first annual Affirmative Action/EEO Plan in FY15 which was circulated to its entire staff.

Accordingly, staff will use the Plan to ensure it is in compliance with all legislative mandates of the Hispanic Employment Plan.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Independent Tax Tribunal opened its doors on January 2, 2014. The Agency completed its first annual Affirmative Action/EEO Plan in FY15 which was circulated to its entire staff.

Accordingly, staff will use the Plan to ensure it is in compliance with all legislative mandates of the Hispanic Employment Plan.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

The Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: No

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

The Agency will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---



How many veterans were hired externally during the year?

0

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

No

---

## 2015 State Hispanic Employment Plan Survey

Agency: Transportation

Director/Secretary: Erica J. Borggren

Submitted: 12/15/2014 3:17:00 PM

Certification: I Agree

Individual Information: Erwin L. Acox, Jr., Chief, Office of Diversity Recruitment and Outreach, 100 W. Randolph Street, Suite 6-600, Chicago, IL 60601, 312-793-3517, erwin.acox@illinois.gov

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

35	Officials and Managers
80	Professionals
22	Technicians
0	Protective Service Workers
7	Para-Professionals
1	Office and Clerical
1	Skilled Craft Workers
77	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
1	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
11	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

1,094	Officials and Managers
1,443	Professionals
605	Technicians
0	Protective Service Workers
144	Para-Professionals
51	Office and Clerical
37	Skilled Craft Workers
1,774	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

5,385

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

0 Officials and Managers  
0 Professionals  
0 Technicians  
0 Protective Service Workers  
0 Para-Professionals  
0 Office and Clerical  
0 Skilled Craft Workers  
140 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

In 2014, the Hispanic workforce increased by 2.8% or 6 individuals In 2013, the Hispanic workforce increased by 8.7% or 17 individuals In 2012, the Hispanic workforce was at 196

---

Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

2014	2015	Off/Adm	34	35	Professionals	77	80	Technicians	18	22
Para Prof	10	7	Off/Cler	3	1	Skilled Craft	1	1	Serv Main	
75	77									

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

Continue to utilize the Office of Diversity Recruitment and Outreach to recruit candidates at predominantly Hispanic universities and Hispanic communities throughout Illinois.

---

How many Human Resources staff are there in your agency?

138

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How many of those Human Resources staff are minorities?

32

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As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

224

---

List the position titles.

Civil Engineers VI - IX, Technical Managers VI - X

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

31

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How many Rutan interviews were conducted during FY 14?

324

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

139

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

330

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List the position titles.

Account Clerk II Account Tech I Accountant Accountant Advanced Admin Assistant II Aircraft Pilot II Aircraft Pilot Ii- Dual Rating Automotive Mechanic Bridge Tender Civil Engineer Trainee Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer V Civil Engineer VI Civil Engineer VII Civil Engineer VIII Civil Engineer IX Engineering Tech I Engineering Tech II Engineering Tech III Engineering Tech IV Engineering Tech V Executive Secretary I Executive Secretary II Highway Maintainer Hwy Const Supv I Hwy Maint Lead/Lead Wkr Land Surveyor III Maintenance Worker Microfilm Lab Tech II Office Administrator III Office Administrator IV Office Associate Office Coordinator Office Specialist Operations Supervisor I Operations Supervisor II Power Shovel Opr Maint Public Service Administrator Realty Specialist III Safety Responsibility Analyst Silk Screen Operator Storekeeper III Switchboard Operator I Technical Manager II Technical Manager III Technical Manager IV Technical Manager V Technical Manager VI Technical Manager VII Technical Manager VIII Technical Manager IX Technical Manager X Technical Advisor IV Vehicle Permit Evaluator

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

12

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List the position titles.

Civil Engineer II Engineering Tech II Highway Maintainer Hwy Maint Lead/Lead Wkr Office Coordinator Technical Manager IV Technical Manager V Technical Manager VII

---

How many employees were hired during FY 14? 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.

800

---

List the position titles.

Account Tech II Accountant Accountant Advanced Admin Assistant I Admin Assistant II Aircraft Pilot I Aircraft Pilot II Automotive Mechanic Automotive Shop Supv Bridge Tender Civil Engineer I Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer IX Civil Engineer Trainee Civil Engineer V Civil Engineer VI Civil Engineer VII Electrical Engineer III Engineering Tech I Engineering Tech II Engineering Tech III Engineering Tech IV Engineering Tech V Executive Secretary I Executive Secretary II Executive Secretary III Ferry Operator II Flight Safety Coord Highway Maintainer Human Resources Associate Hwy Const Supv II Hwy Maint Lead/Lead Wkr Internal Auditor Trainee Land Surveyor II Land Surveyor III Land Surveyor IV Management Tech II Management Tech III Office Administrator IV Office Assistant Office Associate Office Coordinator Office Specialist Operations Supervisor I Operations Supervisor II Photogrammetrist IV Public Service Administrator Realty Specialist II Realty Specialist V Safety Responsibility Analyst Storekeeper II Technical Advisor III Technical Advisor IV Technical Advisor V Technical Manager I Technical Manager II Technical Manager III Technical Manager IV Technical Manager IX Technical Manager V Technical Manager VI Technical

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

48

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List the position titles.

Civil Engineer Trainee Civil Engineer I Civil Engineer II Civil Engineer III Civil Engineer IV Civil Engineer V Engineering Tech II Engineering Tech III Highway Maintainer Human Resources Associate Office Coordinator Technical Manager I Technical Manager II Technical Manager IV Technical Manager V Technical Manager X Technical Advisor V

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How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

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If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

During the hiring process, the EEO Officer, who also completes the annual Affirmative Action Plan, reviews all hiring and promotion monitors to ensure that the hiring process is being conducted in a fair and equitable manner, and is working toward remedying areas of underutilization.

---

If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.

A blind listing of eligibles is requested from CMS with no candidate names provided. To ensure a manageable number of interviews from this listing, the Bureau Chief may decide to select every other eligible candidate or every fifth or tenth candidate on the list depending on the number of candidates provided. A new eligible list is then requested from CMS with the requested selection criteria and candidate names are then provided to DOT. Those candidates are all chosen for the open competitive interview process for that position.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Department has an internal hiring monitor to ensure that hiring is fair and unbiased. All recruitment staff has been trained and certified in Rutan interviewing techniques offer by CMS. The Chief of Diversity Recruitment and Outreach allows staff to attend webinars on recruiting diverse candidates. The Chief also meets with staff frequently to review recruiter reports and provide guidance on where to recruit Hispanic candidates.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

All recruitment staff has been trained and certified in Rutan interviewing techniques offer by CMS. The Chief of Diversity Recruitment and Outreach allows staff to attend webinars on recruiting diverse candidates. The Chief also meets with staff frequently to review recruiter reports and provide guidance on where to recruit Hispanic candidates.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

Outreach programs have been developed to reach the underutilized population to increase the awareness of civil engineering as a career. a) Diversity in Engineering College Scholarship Program b) Engineering Academy for Elementary and High School students c) Chicago Public School District Annual Job Shadow Day, Career Day and Summer Internship Program. The Office of Diversity Recruitment and Outreach attends college engineering and community career fairs as staffing permits In partnership with College of Lake County and Joliet Junior College launched a revised Engineer Technician training program. The revised program was developed with the assistance of IDOT engineers. This semester-long classroom and experiential educational opportunity is to help increase the qualified applicant pool for IDOT entry level Engineer Technicians. Created and launched a Minority Outreach website showing current diversity programs and providing opportunities to join the IDOT Professional and Academic Network Alliance. The network provides updates of position postings, career fairs, and outreach efforts to a statewide database of interested individuals, community organizations, and elected officials. Individuals from multiple regions (statewide) represent business owners, NAACP, ministers, and other catalysts to reach underutilized populations with employment and training opportunities. Work with CMS to offer Informational sessions routinely at local community colleges to provide necessary information on application procedures for IDOT positions. Outreach efforts, committees, and projects with Illinois Department of Employment Security (IDES), Illinois Department of Veterans' Affairs (IDVA), Illinois Toll Authority, Secretary of State (SOS), Central Management Services (CMS) and the Illinois Department of Commerce and Economic Opportunity (DCEO).

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Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: Ivan Barajas

Title: Northern Recruitment Manager

Is this person an Executive senior staff member?: No

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What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

IDOT has an Office of Diversity Recruitment and Outreach that works directly with the Secretary of Transportation and Bureau of Personnel Management to continue efforts that help increase the number of Hispanic employees employed by the agency. The Office engages with the Latino community and works with the Latino Family Commission to ensure job information is disseminated to Hispanic communities.

---

Is the Agency compliant with the State Services Assurance Act?

No

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If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not applicable to IDOT

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

IDOT provides equal opportunity for each employee to participate in career services programs. A. Training and Education Development 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. 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. Details regarding the following training and education development programs can be obtained from the Bureau of Personnel Management: • 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) As training programs are developmental in nature, an employee's current job assignment and duties should be a primary consideration in granting approval. Unless otherwise noted in the annual department-wide training plan, supervisors are responsible for determining whether employee requested training is mandatory or voluntary.

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How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

36

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How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

152

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How many were Hispanic veterans?

6

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Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

DOT has an Office of Diversity Recruitment and Outreach that works directly with the Secretary of Transportation and Bureau of Personnel Management to continue efforts that help increase the number of Hispanic employees employed by the agency.

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## 2015 State Hispanic Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Rodrigo Garcia, Acting Direc

Submitted: 12/19/2014 3:24:00 PM

Certification: I Agree

Individual Information: Ruby Taylor, Interim Equal Employment Opportunity Officer, 833 South Spring Street, Springfield, IL 62794, 217-557-5667, Ruby.Taylor2@illinois.gov

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As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

2	Officials and Managers
3	Professionals
6	Technicians
0	Protective Service Workers
16	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
5	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

66	Officials and Managers
343	Professionals
227	Technicians
20	Protective Service Workers
526	Para-Professionals
53	Office and Clerical
26	Skilled Craft Workers
210	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

1,471

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As of June 30, 2014, provide the underutilization for Hispanics by category:

0	Officials and Managers
1	Professionals
1	Technicians
0	Protective Service Workers
3	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
3	Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

As of June 30, 2014 the Department of Veterans' Affairs employed approximately 1332 employees. Of the 1332 employees 32 were Hispanics or Latinos. They were employed as Officials Administrators, Professionals, Technicians and Para Professionals.

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The number of Hispanics employees increased from 28 in fiscal year 2013 to 32 in fiscal 2014.

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

The Department of Veterans Affairs plan to increase the number of minority employees by participating in as many recruitment events as possible and by working with CMS to implement a training program pursuant to Section 7-105H of the Human Rights Act.

---

How many Human Resources staff are there in your agency?

20

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How many of those Human Resources staff are minorities?

3

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

0

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List the position titles.

Not Applicable.

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

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How many Rutan interviews were conducted during FY 14?

9,999

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For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

0

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

178

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List the position titles.

Unknown

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

2

---

List the position titles.

Unknown

---

How many employees were hired during FY 14? 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.

221

---

List the position titles.

Unknown

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

13

---

List the position titles.

Unknown

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

The EEO Officer participates in the open competitive hiring process by assisting the Human Resources Staff in notifying social, religion 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.

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

The Veterans' Affairs administrative staff responsible for the recruitment and selection process are all certified Rutan interviewers 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 as well as an extra level of oversight.

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

The Department of Veterans Affairs has expanded the Field Services Program to include employment recruitment. The Department has also added a paid bilingual position in the Cook County Field Service Office to assist with Hispanic/Latinos issues.

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

In order to assist in the implementation of the Hispanic Employment Plan the Department has appointed an agency employee to serve on the Council as a Liaison between the Council and the Department. The employee who is Hispanic, participates in the Council's group discussions, provide input, attends recruitment and job fairs, and serve as a link to his community. The Department has also expanded its field services program to include recruitment.

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: Miguel Calderon

Title: Human Resources Manager

Is this person an Executive senior staff member?: Yes

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

The employee serves on the Hispanic Employment Advisory Council and oversee the comprehensive Human Resources functions at the Department of Veterans' Affairs.

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

Not Applicable.

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

In accordance with Section 303.390 of the CMS Personnel Rules, IDVA employees maybe eligible to participate in the tuition reimbursement program to further their career and professional

developments. In addition, AFSCME-represented employees and in some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program. IDVA may also allow its employees to participate in the State of Illinois sponsored training programs.

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

102

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

2

---

How many veterans were hired externally during the year?

40

---

How many were Hispanic veterans?

1

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

The Department of Veterans' Affairs has not received any specific recommendations from the Hispanic Employment Advisory Council, CMS or the Auditor General Office. The Department of Human Rights has notified IDVA that it did not meet its affirmative action plan goals and would be required to establish a training program in cooperation with the Department of Central Management Services.

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## 2015 State Hispanic Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: RONALD RASCIA

Submitted: 12/17/2014 10:42:00 AM

Certification: I Agree

Individual Information: ALMA MAXEY, PSA, 100 W. RANDOLPH CHICAGO, IL, 312 814-6632,  
ALMA.MAXEY@ILLINOIS.GOV

---

As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:

4	Officials and Managers
3	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
5	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

1	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

---

As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

27	Officials and Managers
71	Professionals
1	Technicians
0	Protective Service Workers
4	Para-Professionals
50	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

---

As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:

155

---

As of June 30, 2014, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

---

Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.

N/A

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Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

PROFESSIONAL -1 PARA-PROF. -1

---

Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.

N/A

---

How many Human Resources staff are there in your agency?

2

---

How many of those Human Resources staff are minorities?

1

---

As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?

3

---

List the position titles.

SPSA

---

How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?

1

---

How many Rutan interviews were conducted during FY 14?

6

---

For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?

1

---

Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.

24

---

List the position titles.

OFF COOR OFF CLERK PSA ADMIN ASSST IND COM TECH SPSA COMM. SEC PRIV.  
SEC STUD. INT. TECH ADV

---

How many of the employees who vacated your agency during FY 14 were Hispanic?

3

---

List the position titles.

SPSA

---

How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

20

---

List the position titles.

SPSA PSA ARBITRATOR PRIV SEC TECH ADV OFF CLERK OFF COOR ADV ACCT

---

How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?

0

---

List the position titles.

N/A

---

How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)

0

---

If your agency employed student workers/interns in FY 14 how many were Hispanic?

0

---

What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?

UTILIZE THE OC LIST

---

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

---

During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.

NONE

---

What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.

NONE

---

List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):

NONE

---

Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?

Name: N/A

Title: N/A

Is this person an Executive senior staff member?: N/A

---

What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?

N/A

---

Is the Agency compliant with the State Services Assurance Act?

Yes

---

If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?

N/A

---

List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.

N/A

---

How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?

1

---

How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?

0

---

How many veterans were hired externally during the year?

5

---

How many were Hispanic veterans?

0

---

Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?

NO

---



# Appendix 4

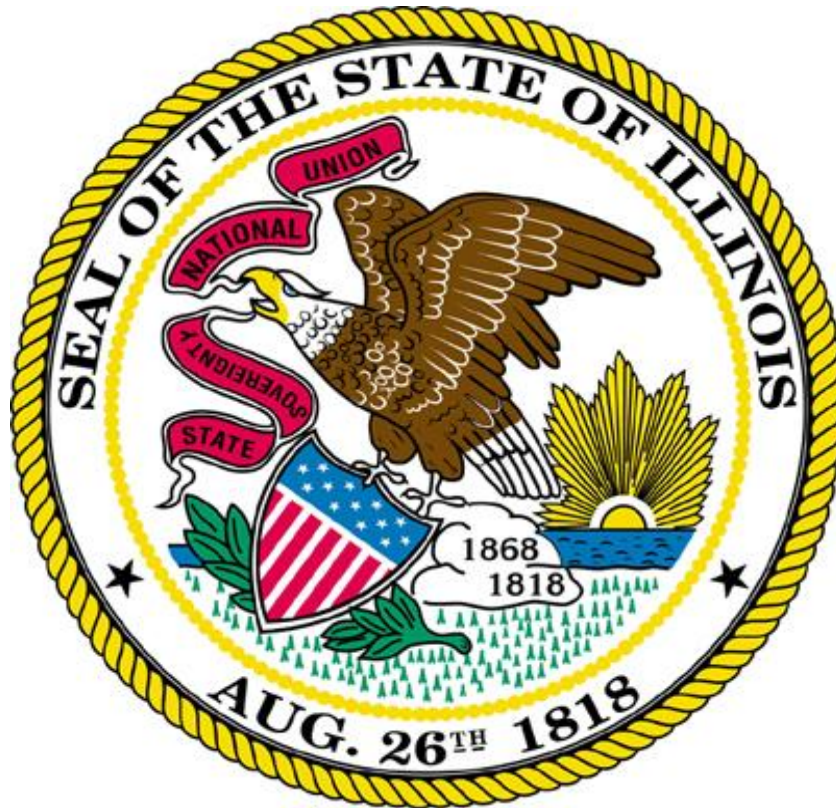
## Bilingual Needs/Bilingual Pay Survey Results

\* All agencies required to complete the survey did so. Some agencies that do not have positions covered by the Personnel Code requested to participate in the survey but are not required to. Those agencies are: Executive Ethics Commission, Office of the Executive Inspector General, and the Sentencing Advisory Council.



# **THE BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2013**

**July 1, 2013 – June 30, 2014**



**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, 2014**

**Simone McNeil**  
ACTING DIRECTOR

**CMS** ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY14 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	1,706	10%	90%	0%	0%	75%	Yes
Agriculture	50	50%	25%	25%	0%	0%	Yes
Arts Council	10	100%	0%	0%	0%	2%	No
Capital Development Board	0	100%	0%	0%	0%	0%	No
Central Management Services	2,738	53%	34%	10%	3%	35%	Yes
Children and Family Services	2,474	0%	80%	20%	0%	10%	Yes
Civil Service Commission	0	100%	0%	0%	0%	0%	No
Commerce and Economic Opportunity	950	41%	33%	9%	17%	49%	No
Corrections	3,390	70%	20%	5%	5%	45%	Yes
Criminal Justice Information Authority	0	100%	0%	0%	0%	0%	No
Deaf and Hard of Hearing Commission	0	0%	0%	0%	100%	100%	No
Developmental Disabilities Council	2	50%	0%	0%	50%	0%	Yes
Emergency Management Agency	0	100%	0%	0%	0%	0%	No
Employment Security	8,540	60%	38%	2%	0%	0%	Yes
Environmental Protection Agency	10	90%	10%	0%	0%	10%	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	81	53%	46%	0%	1%	11%	Yes
Guardianship and Advocacy Commission	265	25%	40%	30%	5%	15%	Yes
Healthcare and Family Services	68,844	50%	34%	11%	5%	47%	Yes
Historic Preservation	0	100%	0%	0%	0%	0%	No
Human Rights Commission	1	90%	10%	0%	0%	1%	No
Human Rights Department	1,574	38%	34%	12%	16%	38%	Yes
Human Services	287,469	51%	14%	21%	14%	43%	Yes
Illinois Commerce Commission	497	50%	50%	0%	0%	100%	No
Insurance	938	59%	32%	9%	0%	34%	No
Investment Board	0	100%	0%	0%	0%	0%	No
Juvenile Justice	1,136	5%	75%	20%	0%	75%	No
Labor Department	945	35%	35%	25%	5%	15%	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	1,350	85%	15%	0%	0%	15%	No
Medical District Commission	0	0%	0%	0%	100%	0%	No
Military Affairs	0	100%	0%	0%	0%	0%	No
Natural Resources	254	65%	25%	10%	0%	0%	No
Office of Executive Inspector General *	200	80%	20%	0%	0%	20%	No
Pollution Control Board	0	100%	0%	0%	0%	0%	No
Prisoner Review Board	2	100%	0%	0%	0%	0%	No
Property Tax Appeal Board	1	100%	0%	0%	0%	0%	Yes
Public Health	6,801	95%	4%	1%	0%	4%	Yes
Racing Board	0	95%	5%	0%	0%	0%	No
Revenue	13,673	30%	36%	12%	22%	69%	Yes
Sentencing Policy Advisory Council *	0	100%	0%	0%	0%	0%	No
State Fire Marshal	18	90%	10%	0%	0%	0%	No
State Police	450	100%	0%	0%	0%	0%	No
State Police Merit Board	0	100%	0%	0%	0%	0%	No
State Retirement Systems	0	100%	0%	0%	0%	0%	No

### FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY14 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		
Tax Tribunal	0	100%	0%	0%	0%	0%	No
Transportation	50	95%	5%	0%	0%	0%	No
Veterans Affairs	0	100%	0%	0%	0%	0%	No
Workers Compensation Commission	627	60%	38%	2%	0%	0%	No
<b>Statewide Totals:</b>	<b>406,796</b>						<b>Yes: 16 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 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY14 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 14	Employees that used bilingual skills in FY14	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	9	9	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	6	6	50%	50%	0%	0%	Yes	No
Children and Family Services	152	152	100%	0%	0%	0%	No	Yes
Civil Service Commission	0	0	0%	0%	0%	100%	No	No
Commerce and Economic Opportunity	7	7	29%	26%	22%	23%	No	No
Corrections	26	14	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	146	146	98%	0%	2%	0%	No	Yes
Environmental Protection Agency	3	3	66%	34%	0%	0%	Yes	No
Executive Ethics Commission	0	0	0%	0%	0%	100%	No	No
Financial and Professional Regulation	15	15	65%	30%	4%	1%	No	No
Gaming Board	0	0	0%	0%	0%	100%	Yes	No
Guardianship and Advocacy Commission	6	6	30%	50%	20%	0%	No	No
Healthcare and Family Services	108	106	76%	18%	5%	1%	No	Yes
Historic Preservation	1	1	0%	100%	0%	0%	No	No
Human Rights Commission	3	3	0%	100%	0%	0%	No	No
Human Rights Department	29	29	14%	66%	20%	0%	No	No
Human Services	1,237	1,237	63%	31%	5%	1%	Yes	Yes
Illinois Commerce Commission	3	3	100%	0%	0%	0%	No	No
Insurance	4	4	25%	50%	0%	25%	No	No
Investment Board	0	0	0%	0%	0%	100%	No	No
Juvenile Justice	6	6	83%	17%	0%	0%	Yes	No
Labor Department	18	18	100%	0%	0%	0%	Yes	No
Labor Relations Board	1	1	5%	40%	55%	0%	No	No
Labor Relations Board - Educational	0	0	0%	0%	0%	100%	No	No
Law Enforcement Training and Standards Board	0	0	0%	0%	0%	100%	No	No
Lottery	2	2	90%	10%	0%	0%	No	No
Medical District Commission	0	0	0%	0%	0%	100%	No	No
Military Affairs	0	0	0%	0%	0%	100%	No	No
Natural Resources	2	2	0%	0%	50%	50%	Yes	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	1	1	100%	0%	0%	0%	No	No
Property Tax Appeal Board	0	0	0%	0%	0%	100%	No	No
Public Health	23	23	25%	70%	2%	3%	No	No
Racing Board	0	0	0%	0%	0%	100%	Yes	No
Revenue	16	16	40%	15%	30%	15%	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%	100%	0%	0%	No	No
State Police Merit Board	0	0	100%	0%	0%	0%	No	No
State Retirement Systems	0	0	0%	0%	0%	100%	No	No
Tax Tribunal	0	0	0%	0%	0%	100%	No	No

# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY14 are shaded in grey.</i>	Employees in positions requiring bilingual skills and receiving supplement pay in FY 14	Employees that used bilingual skills in FY14	FREQUENCY OF USE				Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay?	Employees paid temporary assignment pay for bilingual skills?
			every day	1x a week	1x a month	1x a year		
Transportation	14	11	0%	0%	100%	0%	No	No
Veterans Affairs	1	0	0%	0%	0%	100%	No	No
Workers Compensation Commission	3	3	34%	33%	0%	33%	No	No
	<b>1,854</b>	<b>1,835</b>					<b>Yes: 11</b> <b>No: 41</b>	<b>Yes: 5</b> <b>No: 47</b>

# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY14 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	7	0	0	2	2	2	0	0
Agriculture	1	6	0	0	0	1	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	13	1	1	1	0	1	0	0
Children and Family Services	149	16	3	60	41	39	0	1
Civil Service Commission	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	7	8	0	1	0	0	0	1
Corrections	26	4	0	5	4	2	0	3
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	1	0	0	0	0	0	0
Employment Security	146	45	0	5	5	13	0	0
Environmental Protection Agency	2	0	0	0	0	0	0	0
Executive Ethics Commission	0	0	0	0	0	0	0	0
Financial and Professional Regulation	13	15	0	0	0	3	0	0
Gaming Board	0	0	0	0	0	0	0	0
Guardianship and Advocacy Commission	6	3	0	0	0	0	0	0
Healthcare and Family Services	74	90	0	15	6	12	0	4
Historic Preservation	1	2	0	1	1	0	0	1
Human Rights Commission	3	1	0	0	0	1	0	0
Human Rights Department	29	12	0	3	3	2	0	0
Human Services	1,096	290	8	243	154	194	3	5
Illinois Commerce Commission	0	0	3	0	0	0	0	0
Insurance	4	3	0	1	0	1	1	2
Investment Board	0	0	0	0	0	0	0	0
Juvenile Justice	5	7	0	1	0	1	1	0
Labor Department	17	6	0	5	3	1	0	1
Labor Relations Board	1	0	19	5	1	0	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	2	2	0	2	0	1	0	2
Medical District Commission	0	0	0	0	0	0	0	0
Military Affairs	0	0	0	0	0	0	0	0
Natural Resources	2	4	0	4	0	1	3	0
Office of Executive Inspector General	0	0	0	0	0	0	0	0
Pollution Control Board	0	0	0	0	0	0	0	0
Prisoner Review Board	0	0	0	0	0	0	0	0
Property Tax Appeal Board	0	0	0	0	0	0	0	0
Public Health	21	33	1	12	6	1	0	5
Racing Board	0	0	0	0	0	0	0	0
Revenue	15	46	0	5	2	1	0	4
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	0	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	0	0	0
Veterans Affairs	1	1	0	0	0	0	0	1
Workers Compensation Commission	3	2	0	0	0	1	0	0
<b>Statewide Totals:</b>	<b>1,656</b>	<b>609</b>	<b>38</b>	<b>371</b>	<b>228</b>	<b>278</b>	<b>8</b>	<b>30</b>



# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY14 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	0	0	0
Agriculture	1	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services	6	0	0	0
Children and Family Services	144	8	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity	5	2	0	0
Corrections	10	9	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	129	16	1	0
Environmental Protection Agency	2	0	0	0
Executive Ethics Commission	0	0	0	0
Financial and Professional Regulation	13	2	0	0
Gaming Board	0	0	0	0
Guardianship and Advocacy Commission	4	2	0	0
Healthcare and Family Services	91	17	0	0
Historic Preservation	1	0	0	0
Human Rights Commission	3	0	0	0
Human Rights Department	21	8	0	0
Human Services	717	55	373	25
Illinois Commerce Commission	2	1	0	0
Insurance	2	2	0	0
Investment Board	0	0	0	0
Juvenile Justice	6	0	0	0
Labor Department	16	1	0	0
Labor Relations Board	0	1	1	0
Labor Relations Board - Educational	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0
Lottery	2	0	0	0
Medical District Commission	0	0	0	0
Military Affairs	0	0	0	0
Natural Resources	1	1	0	0
Office of Executive Inspector General	1	0	0	0
Pollution Control Board	0	0	0	0
Prisoner Review Board	1	0	0	0
Property Tax Appeal Board	0	0	0	0
Public Health	20	1	0	0
Racing Board	0	0	0	0
Revenue	13	3	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
Tax Tribunal	0	0	0	0

# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name <i>Agencies that reported no bilingual staff for FY14 are shaded in grey.</i>	Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Transportation	14	0	0	0
Veterans Affairs	1	0	0	0
Workers Compensation Commission	2	1	0	0
<b>Statewide Totals:</b>	<b>1,241</b>	<b>130</b>	<b>385</b>	<b>25</b>

## FY 2014 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 Illinois Department on Aging provides direct services to older adults and persons with disabilities through the toll-free Senior Health and the Senior Health Insurance Program (SHIP) which mobilizes a volunteer network to provide outreach and counseling to Medicare beneficiaries. Specifically, the Senior Helpline tracks the number of Limited English Proficient (LEP) individuals needing assistance. To date, the majority of LEP callers require assistance in Spanish. The Department has increased the number of Spanish speaking bilingual staff to ensure we accommodate client needs. We monitor calls on an on-going basis to evaluate if we need to hire staff that speaks additional languages such as Polish and Chinese. However, the number of calls has not justified such a need. When we do receive a call from a client needing assistance in a language other than English or Spanish we have access to the Proprio language service. In addition, the Department contracts with several social services agencies serving specific language needs through the Community Care Program that we can reach out to for assistance. With regard to SHIP, we have Spanish speaking staff that provides training and technical support regarding Medicare to our SHIP certified volunteer network that includes more than 700 counselors at approximately 250 sites throughout Illinois. The SHIP program volunteer network includes certified counselors that speak several languages including Spanish, Korean, Polish, Chinese and Russian. These counselors in the field are available to assist Medicare beneficiaries if needed in their native languages.
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 very small and has utilized the language translation a handful of times. There is no need to employ any more bilingual positions.
Capital Development Board	The Capital Development Board has not encountered an issue where bilingual positions were needed to render effective services to the agencies we work with on a daily basis.
Central Management Services	The agency tracks cases for which translation and interpretation skills are required. The historical statistics reported on surveys such as this, and evaluated by management.
Children and Family Services	DCFS uses COA accreditation standards for case ratios of 25/1, and having at least 50 percent of the cases being of another language to determine the number of bilingual positions needed.
Commerce and Economic Opportunity	Determinations are assessed by management based on clients/customers served.
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.
Emergency Management Agency	N/A
Employment Security	Operational need and the demographics of the areas which each office serves.
Environmental Protection Agency	AVAYA reporting for contact center
Financial and Professional Regulation	Determination is made by the number of telephone inquiries and complaints received by the Department that require translators; and, the number of licensees who require translators during the investigations and examination process.
Gaming Board	The Illinois Gaming Board has not experienced a necessity to establish full time bilingual positions. We will re-evaluate this as needed.
Guardianship and Advocacy Commission	based upon need after determining client requirements.
Healthcare and Family Services	The numbers are generated by geographical need based on customer/client makeup and population demand.
Historic Preservation	n/a
Human Rights Commission	none
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of the charges filed with the Department are filed by non-English speaking individuals. The number of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English. The Department also has positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English. The need is determined by the type of service provided and required such as receptionist, 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 14 different languages.
Human Services	Patient data, 6 month analysis of the number of bilingual cases and applications that are identified and divided by a case load ratio in order to determine staffing needs, monitoring the call volume, client inquiries-verbal/written, use of hiring monitors in order to attempt to address underutilization when hiring throughout the state.
Illinois Commerce Commission	We determine needs based on call statistics we gather via an automated call distribution system in our Consumer Services area.
Insurance	Discussion with Senior Staff and Managers at Staff Meetings. Review of position descriptions and vacancies.

## FY 2014 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?
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 required to assist with bilingual need on an intermittent basis.
Labor Department	The Agency tracks our bilingual needs/usages in a spreadsheet on Sharepoint.
Labor Relations Board	The bi-lingual employee as well as the other staff communicate with the Personnel Manager if the needs of the agency increases to render effective bi-lingual needs to its clients.
Labor Relations Board - Educational	Annual needs assessment survey
Law Enforcement Training and Standards Board	NA
Lottery	n/a
Natural Resources	Bilingual positions are determined by Management staff and by the demand for services according to geographical area.
Office of Executive Inspector General	The OEIG evaluates the number of requests it receives from the clients who cannot speak/read English.
Prisoner Review Board	Review of use of master contract for bilingual needs in the field and within the agency day to day work.
Property Tax Appeal Board	PTAB has not had substantial instances arise that have required the use of bilingual positions. PTAB has utilized the CMS Master Contract in one instance in 2014.
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.
Revenue	Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-in areas 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 procedures.
Workers Compensation Commission	SPECIAL SERVICE REQUESTS

## FY 2014 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 responds to callers contacting the Department regarding a full range of programs and services. Assistance is usually provided via the telephone, but may also be provided in-person or through written correspondence. The Senior HelpLine logs all bilingual calls and assistance through a client tracking system. The Senior HelpLine and SHIP Program bilingual staff also assist with other outreach activities such as the translation of publications, participation at conference and exhibits, and public speaking opportunities. The Department constantly monitors operations to ensure staffing is adequate to render effective service to Spanish speaking clients.
Arts Council	The Agency has 14 full-time employees and one position has the Spanish language Option for the Agency.
Capital Development Board	The Capital Development Board has not encountered an issue where bilingual positions were needed to render effective services to the agencies we work with on a daily basis.
Central Management Services	See 14a.
Children and Family Services	DCFS uses COA accreditation standards for case ratios of 25/1, and having at least 50 percent of the cases being Spanish Speaking to determine the number of bilingual positions needed.
Commerce and Economic Opportunity	Same as 14a, determinations are assessed by management based on clients/customers served.
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.
Emergency Management Agency	N/A
Employment Security	Operational need and the demographics of the areas which each office serves.
Environmental Protection Agency	AVAYA reporting for contact center
Financial and Professional Regulation	See 14a above.
Gaming Board	Same as above
Guardianship and Advocacy Commission	based upon need after determining client requirements.
Healthcare and Family Services	The numbers are generated by geographical need based on customer/client makeup and population demand.
Historic Preservation	n/a
Human Rights Commission	none
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of the charges filed with the Department are filed by non-English speaking individuals. The number and type of bilingual positions required to process cases are based on the number of charges filed annually by individuals who do not speak English. The Department also has positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English. The need is determined by the type of service provided and required such as receptionist, 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 14 different languages.
Human Services	Refer to 14.a)
Illinois Commerce Commission	We determine needs based on call statistics we gather via an automated call distribution system in our Consumer Services area.
Insurance	Discussion with Senior Staff and Managers at Staff Meetings. Review of position descriptions and vacancies.
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 required to assist with bilingual need on an intermittent basis.
Labor Department	The Agency uses the data from the spreadsheet in Sharepoint to determine the volume.
Labor Relations Board	Same as above. The agency believes that having one bilingual position is sufficient to manage the Spanish speaking assistance that is needed.
Labor Relations Board - Educational	Based on the results of the annual needs assessment survey and call logs.
Law Enforcement Training and Standards Board	NA
Lottery	n/a
Natural Resources	Bilingual positions are determined by Management staff and by the demand for services according to geographical area.
Office of Executive Inspector General	The OEIG evaluates the requests it receives from clients for Spanish-language clients who cannot speak English.
Prisoner Review Board	Review of the number of incoming phone calls received and made and also the number of incoming citizens to the agency.
Property Tax Appeal Board	Two employees in our Des Plaines office, one clerical and one ALJ, have the ability to answer questions for Spanish speaking clients; to date this option has not been needed.

# FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name	<b>For agencies with bilingual staff:</b> What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Public Health	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our limited English proficient population.
Revenue	Bilingual needs are periodically assessed by direct observation of the supervisor based on demands in the walk-in areas where bilingual services are provided.
State Police	The agency relies on supervisors to evaluate the need for bilingual positions.
Transportation	Same as above.
Workers Compensation Commission	SPECIAL SERVICE REQUESTS

## FY 2014 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	NA
Civil Service Commission	The Civil Service Commission has not encountered this situation. As anyone who deals with the agency is an employee of the State of Illinois, this situation has never arisen.
Developmental Disabilities Council	The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes Tele-Interpreters to assist people who speak Spanish or other languages when necessary.
Executive Ethics Commission	The EEC has no regular, direct interaction with members of the public. Furthermore, all EEC employees are exempt from Jurisdictions A, B, and C of the Illinois Personnel Code.
Investment Board	ISBI is a very small agency with minimal contact with the public. Retirement questions are answered by the retirement systems directly as opposed to coming to ISBI.
Medical District Commission	The agency's responsibilities and services are not based on direct contact with the public.
Military Affairs	The Department of Military Affairs does not have public clients. The agency has one organizational client – the IL National Guard. The IL National Guard meets its own bilingual requirements by/through US Federal Government resources and employees.
Pollution Control Board	It is based on need.
Racing Board	Population serviced typically has an interpreter available to them.
Sentencing Policy Advisory Council	SPAC is an independent commission that is not engaged in direct client services. We do research on the fiscal impact of sentencing policies and report directly to the General Assembly, Governor and Judiciary.
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 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	by assessing the needs of the agency and requirements of ISP. We have never had the need for bilingual staff.
State Retirement Systems	na
Tax Tribunal	Review of past activity and discussion by Agency staff of an anticipated need.
Veterans Affairs	Veterans Affairs senior mangement staff consist of two bilingual staff members. In addition, there are other staff members who are bilingual.

## FY 2014 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	We have constituents call our Agency for inquiries and some walk-ins. The Agency does not have a tracking system since translation is not used very often.
Capital Development Board	call log
Central Management Services	Call logs, case logs, LEP tracking, etc.
Children and Family Services	CMS Master contract database request. No tracking software available, tracking dollars spent.
Civil Service Commission	The Civil Service Commission has not encountered this situation
Commerce and Economic Opportunity	Tracking varies, case management software is utilized, others are estimates based on calls received, or day-to-day interaction with business/customer clients.
Corrections	Either individual facility logs or Case Management Software
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	See attached
Developmental Disabilities Council	They are tracked by expenditure as well as staff notifying the Fiscal & Operations Director when tele-interpreting services have been used.
Emergency Management Agency	No formal tracking system.
Employment Security	LEP Tracking
Environmental Protection Agency	AVAYA reporting for contact center software
Executive Ethics Commission	N/A
Financial and Professional Regulation	Only master contract translation services are can be monitored; via invoice vouchers.
Gaming Board	The reported data has been collected via e-mail survey of all IGB employees.
Guardianship and Advocacy Commission	Case management software
Healthcare and Family Services	These interactions are tracked via a call log.
Historic Preservation	n/a
Human Rights Commission	call log
Human Rights Department	It depends on the Division; however, the Department uses its internal case management system and a federal case management system to track cases. Calls are tracked a number of ways (logs, calendars, production reports, etc.) and in accordance with the Department's Division/Unit policies and procedures.
Human Services	Email, BAJA request forms, M/SExcels/M/SAccess Client Data Bases, Call logs, VOIP Reporting System, CARS Accounting System, Client Clinical Plans.
Illinois Commerce Commission	Call center software - Spanish callers are tracked in queues that go only to Spanish speaking counselors.
Insurance	calls/walk-ins are logged on call sheets and we have a walk in log which separates Spanish and English consumers. The Department will also have the ability to tack via the new VOIP phone system.
Investment Board	Not applicable
Juvenile Justice	They are tracked using case management cumulative summaries and employee time sheets.
Labor Department	LEP Spreadsheet
Labor Relations Board	No
Labor Relations Board - Educational	Call log
Law Enforcement Training and Standards Board	N/A, as a Training Board, we communicate with agencies, not people.
Lottery	n/a
Medical District Commission	0
Military Affairs	N/A
Natural Resources	No current system in place. However, employees are asked annually whether or not they have encountered a client who has requested bilingual services during the previous fiscal year and if the need for interpretation was necessary.
Office of Executive Inspector General	The above number is estimated based on an average of calls per week, from non-English-speaking clients who contact the OEIG for the purpose of reporting wrongdoing, among other things.
Pollution Control Board	Logged
Prisoner Review Board	log
Property Tax Appeal Board	Through charges identified on Communication Revolving Fund billing
Public Health	Interactions are tracked through database, call logs and calendars
Racing Board	N/A
Revenue	Case management software, call logs, check-in sheets in walk-in areas, Excell spreadsheets
Sentencing Policy Advisory Council	SPAC does not have any clients. We are a research organization that reports to the Governor and the General Assembly.



### FY 2014 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.
State Fire Marshal	Other
State Police	Information estimated by supervisor.
State Police Merit Board	n/a
State Retirement Systems	N/A
Tax Tribunal	Docket System
Transportation	Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language translation. No interviews required this in FY'14.
Veterans Affairs	There were no requests.
Workers Compensation Commission	DAILY REPORTS

## FY 2014 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	4 Proprio Polish
Agriculture	Source language and cases are unknown. This was a temp hire to serve during the Illinois State Fair and DuQuoin State Fair only
Arts Council	0
Capital Development Board	NA
Central Management Services	We used translation services for Web Media via our Illinois Office of Communications and Information to translate a web video for the Medicare Advantage (Bureau of Benefits).
Children and Family Services	323 instances for languages including: Spanish, Vietnamese, Swahili, English, Arabic, Chinese, French, Hindi, Polish, & other.
Civil Service Commission	The Civil Service Commission has not encountered this situation.
Commerce and Economic Opportunity	NA
Corrections	3 Chinese 2 Polish # N/A Spanish
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	IDHHC hires independent Sign Language Interpreters as needed for meetings, trainings and presentations when necessary.
Developmental Disabilities Council	The Council utilized the Master Contract for one tele-interpreter call that was received. In addition, the Council utilized the Master Contract to translate one written report during FY14. Spanish with the source language for both of these services.
Emergency Management Agency	N/A
Employment Security	8,540. 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 - Korean.
Gaming Board	1 instance- German
Guardianship and Advocacy Commission	Once - Swahili
Healthcare and Family Services	9327
Historic Preservation	n/a
Human Rights Commission	n/a
Human Rights Department	There were two requests in the Department's Intake Unit for Russian and two for Polish. Additionally, there were requests to translate brochures from English to Chinese, Spanish and Polish.
Human Services	1843- Arabic, Assyrian, Bosnian, Bulgarian, Cantonese, Czech, Hungarian, Lithuanian, Mandarin, Polish, Russian, Spanish.
Illinois Commerce Commission	NA
Insurance	N/A
Investment Board	NOT APPLICABLE
Juvenile Justice	N/A
Labor Department	N/A
Labor Relations Board	NA
Labor Relations Board - Educational	N/A
Law Enforcement Training and Standards Board	NA
Lottery	n/a
Medical District Commission	NA
Military Affairs	N/A
Natural Resources	NA
Office of Executive Inspector General	N/A
Pollution Control Board	NA
Prisoner Review Board	n/a
Property Tax Appeal Board	One instance - the source language was Spanish
Public Health	139, Spanish
Racing Board	0
Revenue	Spanish - 10,797; Arabic - 4; Bambara - 1; Burmese - 2; French - 17; Haitian-creole - 1; Hindi - 1; Japanese - 1; Korean - 1; Mandarin - 6; Nepali - 2; Polish - 26; Romanian - 3; Russian - 5; Serbo-croatian - 1; Somali - 1; Ukrainian - 3; Vietnamese - 5
Sentencing Policy Advisory Council	N/A

### FY 2014 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 Fire Marshal	N/A
State Police	N/A
State Police Merit Board	n/a
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	None
Veterans Affairs	There were no requests.
Workers Compensation Commission	NONE

## FY 2014 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	Temporary hire for sign language interpreter for ILL/DuQuoin State Fair
Arts Council	0
Capital Development Board	NA
Central Management Services	See 1f above.
Children and Family Services	Ability Interpreting LLC - 4; State Employee - 5; Deaf Communication by Innovation - 6; State Employee - 15; Quintana Multi Lingual Services Inc (sign language) - 2; Translations Unlimited Inc (English, Swahili, other) - 34; Western Avenue Community Center 3. Languages were not tracked on payment vouchers
Civil Service Commission	The Civil Service Commission has not encountered this situation.
Commerce and Economic Opportunity	No known services utilized.
Corrections	Google Translate and IDOC staff # N/A
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	See attached.
Developmental Disabilities Council	None
Emergency Management Agency	N/A
Employment Security	Deaf Communication by Innovation; Edwards Interpreting Services
Environmental Protection Agency	Report card (proof reading) Repair outreach team. Spanish
Executive Ethics Commission	NA
Financial and Professional Regulation	None
Gaming Board	Outside of current IGB staff and the master contract, no other resources were utilized.
Guardianship and Advocacy Commission	Illinois Relay telephone communication with hearing impaired.
Healthcare and Family Services	NA
Historic Preservation	n/a
Human Rights Commission	spanish & polish translation of agency annual report and informational brochure.
Human Rights Department	In addition to the language interpretation services, the Agency utilized its bilingual staff who receive the bilingual pay option and sign language interpreters (six for sign language interpreters).
Human Services	DHS Bilingual Spanish, Polish Employees. ICIR contract & Heartland. American Sign Language(ASL) interpreters,Computer Aided Real-Time services. Center for Sight & Hearing. Deaf Communication By Innovation, LLC
Illinois Commerce Commission	None
Insurance	N/A
Investment Board	NOT APPLICABLE
Juvenile Justice	None
Labor Department	N/A
Labor Relations Board	NA
Labor Relations Board - Educational	N/A
Law Enforcement Training and Standards Board	NA
Lottery	n/a
Medical District Commission	NA
Military Affairs	N/A
Natural Resources	NA
Office of Executive Inspector General	The OEIG did not utilize any interpreter services.
Pollution Control Board	None
Prisoner Review Board	n/a
Property Tax Appeal Board	None
Public Health	Translation of documents, Spanish
Racing Board	0
Revenue	in-house bilingual employees
Sentencing Policy Advisory Council	0
State Fire Marshal	N/A
State Police	N/A

### FY 2014 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.
State Police Merit Board	n/a
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	None
Veterans Affairs	There were no requests.
Workers Compensation Commission	NONE

## FY 2014 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?
Aging	7
Agriculture	1/Cook County
Arts Council	0
Capital Development Board	0
Central Management Services	14
Children and Family Services	208
Civil Service Commission	0
Commerce and Economic Opportunity	Determinations are assessed by management based on client and service needs of programs. Assessment is primarily evaluated with vacancies of work activity changes.
Corrections	It would depend on the number of inmates at each facility
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	8 positions established for the agency and all have the bilingual requirement.
Developmental Disabilities Council	0
Emergency Management Agency	N/A
Employment Security	146 - Operational need and the demographics of the areas which each office serves.
Environmental Protection Agency	3
Executive Ethics Commission	0
Financial and Professional Regulation	0
Gaming Board	N/A
Guardianship and Advocacy Commission	6
Healthcare and Family Services	0
Historic Preservation	n/a
Human Rights Commission	n/a
Human Rights Department	41
Human Services	585
Illinois Commerce Commission	There have been no requests for services in languages other than English and Spanish in FY2014. In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY2013, 721 calls were offered to counselors in Spanish, but we were only sufficiently staffed to handle 497 of these requests, for a 31.1% 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.
Insurance	N/A
Investment Board	NOT APPLICABLE
Juvenile Justice	3
Labor Department	19
Labor Relations Board	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish speaking assistance that has occurred.
Labor Relations Board - Educational	There is not a need for a bilingual employee at this time
Law Enforcement Training and Standards Board	N/A
Lottery	n/a
Medical District Commission	NA
Military Affairs	0
Natural Resources	NA
Office of Executive Inspector General	N/A
Pollution Control Board	NA
Prisoner Review Board	1
Property Tax Appeal Board	0
Public Health	54
Racing Board	0
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.
Sentencing Policy Advisory Council	0

### FY 2014 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?
State Fire Marshal	The agency determines the number of bilingual positions needed to render effective services throughout the state of Illinois based o translations needed for our field staff and phone calls received in our offices. We have bilingual positions located in our Springfield and Chicago Offices.
State Police	N/A
State Police Merit Board	0
State Retirement Systems	NA
Tax Tribunal	0
Transportation	None
Veterans Affairs	Not applicable.
Workers Compensation Commission	NONE

# FY 2014 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	NA	NA
Arts Council	2 Employees - PSA and Arts Council Program Coordinator - Spanish	0
Capital Development Board	NA	NA
Central Management Services	Four Senior Public Service Administrators and one Private Secretary II. All spoke Spanish.	NA
Children and Family Services	NA	13 Titles: Child Protection Specialist, Child Welfare Specialist, Child Protection Advanced Specialist, Public Service Administrator, and Office Associate; Duration: An employee only gets TA pay for the portion of the day that he/she is providing bilingual services so most instances are around 30 minutes per day; Language skills: not tracked on the pay file
Civil Service Commission	NA	na
Commerce and Economic Opportunity	NA	NA
Corrections	7 Correctional Officer Spanish 3 Correctional Residence Counselors Spanish 1 Correctional Officer Polish 1 Center Supervisor Spanish 1 AWP Spanish 1 Corr Counselor	2 Correctional Officers 2 Correctional Counselor II's
Criminal Justice Information Authority	NA	NA
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	NA	NA
Emergency Management Agency	N/A	N/A
Employment Security	N/A	1. Information Services Analyst II, 8/1/13-4/30/14, Russian translation.
Environmental Protection Agency	7 Spanish	NA
Executive Ethics Commission	NA	NA
Financial and Professional Regulation	N/A	N/A
Gaming Board	Office Coordinator- Spanish; Gaming Special Agent- Spanish; Gaming Special Agent- Spanish; Senior Gaming Special Agent- Spanish	N/A
Guardianship and Advocacy Commission	N/A	N/A
Healthcare and Family Services	0	2 Executive II (36 days, Spanish) 1 PSA (1 day, Spanish)
Historic Preservation	n/a	n/a
Human Rights Commission	n/a	not applicable.
Human Rights Department	N/A	N/A
Human Services	1-SW-Polish,1-RN-Spanish,1-Residential Services Supervisor-Spanish,1-Public Service Administrator-Sign Language.	1-Rehab Case Coordinator II-Spanish Throughout FY14, 1-Office Coordinator-Spanish FY14, 1 HSC-Spanish- 12/2/13-6/30/14,1HSC-Spanish-7/1/13-8/31/13, 1HSC-Spanish-4/15/14-6/14/14, 1HSC-Spanish-4/29/13-10/15/13, 1SBO II-Spanish-4/1/13-7/31/13, 1 HSC-Spanish-4/1/13-10/15/13, 1 HSC-Spanish-8/26/13-9/27/13, 1 PAEA-Spanish-2/13/14-5/7/14, 1 HSCM-Spanish-2/18/14-9/30/14, 1 HSC - Spanish-3/1/14-9/30/14, 1 HSC-Spanish-2/20/14-9/30/14.
Illinois Commerce Commission	NA	NA
Insurance	N/A	N/A
Investment Board	NOT APPLICABLE	NOT APPLICABLE
Juvenile Justice	5 Juvenile Justice Specialist - Provides Spanish translation, written and oral. 1 Administrative Assistant I - Provides Spanish translation, written and oral.	N/A
Labor Department	Chief Information Officer - Spanish FLS Division Manager - Spanish Private Secretary II - Spanish Executive II- Mandarin Office Associate Option 2 - Spanish 5 Employees	N/A
Labor Relations Board	NA	NA
Labor Relations Board - Educational	N/A	N/A
Law Enforcement Training and Standards Board	NA	NA
Lottery	n/a	n/a
Medical District Commission	NA	NA
Military Affairs	N/A	N/A



## FY 2014 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.
Natural Resources	3 Employees - Office Associate, Opt 2 - Spanish Executive Secretary - Spanish Office Director - Spanish	NA
Office of Executive Inspector General	One Investigator provided Spanish-language translations.	N/A
Pollution Control Board	NA	NA
Prisoner Review Board	n/a	n/a
Property Tax Appeal Board	NA	NA
Public Health	n/a	n/a
Racing Board	5 total in Spanish: 2 License Clerks, 1 Steward, 1 Steward Secretary, 1 Assistant to the Director	0
Revenue	N/A	N/A
Sentencing Policy Advisory Council	N/A	N/A
State Fire Marshal	N/A	N/A
State Police	N/A	N/A
State Police Merit Board	n/a	n/a
State Retirement Systems	NA	NA
Tax Tribunal	N/A	N/A
Transportation	NA	NA
Veterans Affairs	Not Applicable.	Not Applicable.
Workers Compensation Commission	N/A	N/A

## FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name	Why were agency positions designated with language options revised to delete the language option?	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.
Aging	N/A	Region 1 - 5 Region 7 - 5
Agriculture	NA	1-Cook Co
Arts Council	0	0
Capital Development Board	NA	0
Central Management Services	NA	6 in Region 1
Children and Family Services	NA	Region 1 - 139 Region 2 - 4 Region 3 - 2 Region 7 - 7
Civil Service Commission	na	0
Commerce and Economic Opportunity	NA	2 - Region 7 5 - Region 1
Corrections	n/a	Reg 1-6 Reg 4-2 Reg 7-4 Reg 10-1 Reg 2-1 Reg 5-1 Reg 8-2 Reg 11-5 Reg 3-1 Reg 6-1 Reg 9-2
Criminal Justice Information Authority	NA	0
Deaf and Hard of Hearing Commission	N/A	7 ins Springfield
Developmental Disabilities Council	NA	0
Emergency Management Agency	N/A	0
Employment Security	N/A	REG. 1 - 128; REG. 2 - 9; REG. 3 - 2; REG. 4 - 1; REG. 5 - 4; REG. 6 - 2
Environmental Protection Agency	N/A	2 in Region 1
Executive Ethics Commission	NA	0
Financial and Professional Regulation	N/A	Region 1 = 15
Gaming Board	N/A	N/A
Guardianship and Advocacy Commission	N/A	IDHR region 1 (which includes Cook County) = 6 employees
Healthcare and Family Services	NA	Region 1 - 68; Region 2 - 4, Region 3 - 1, Region 7 - 35
Historic Preservation	0	1 in Region 7
Human Rights Commission	not applicable.	3
Human Rights Department	N/A	Region 1 - Cook/Chicago (25)
Human Services	The need was re-assessed and no longer needed,staff transfer,MIS does not perform direct client service.	Region 1 - 516 Region 2 - 160 Region 3 - 2 Region 4 - 3 Region 5 - 3 Region 6 - 2 Region 7 - 186 Region 8 - 3 Region 9 - 2 Region 10 - 0 Region 11 - 0
Illinois Commerce Commission	NA	3 in Cook County
Insurance	Upon Agency request and bilingual incumbent vacated position.	Region 1 - Four Region 7 - Zero
Investment Board	NOT APPLICABLE	ISBI is a very small agency with minimal public contact. Calls for retirement related questions are referred to the retirement systems for disposition.
Juvenile Justice	We received no applications.	Region 1 - 5 staff Region 3 - 1 staff
Labor Department	N/A	Region 1 - 17 employees All other regions - 0 employees
Labor Relations Board	NA	Region 1=1
Labor Relations Board - Educational	N/A	0
Law Enforcement Training and Standards Board	0	0
Lottery	n/a	Region 1 - 2 employees
Medical District Commission	NA	0
Military Affairs	N/A	N/A
Natural Resources	Lack of Candidates Technical Skills Set Operational needs	Region 1 Cook County - 1 Region 7 Sangamon County - 1
Office of Executive Inspector General	N/A	The OEIG has one staff memeber in Region 1 that receives bilingual supplemental pay.
Pollution Control Board	NA	0
Prisoner Review Board	n/a	Region 7 - 1
Property Tax Appeal Board	NA	0
Public Health	n/a	Region 1 (Chicago, Bellwood, W. Chicago) 9 staff Region 7 (Springfield) 14 staff
Racing Board	N/A	0

## FY 2014 Bilingual Needs and Bilingual Pay Survey

Agency Name	Why were agency positions designated with language options revised to delete the language option?	Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.
Revenue	N/A	Region 1 - 13 Region 7 - 3
Sentencing Policy Advisory Council	0	0
State Fire Marshal	N/A	1 - Region 1 1 - Region 7
State Police	N/A	Region 1 - 1
State Police Merit Board	n/a	0
State Retirement Systems	NA	0
Tax Tribunal	N/A	0
Transportation	NA	Region 1: 11; Region 2: 1; Region 4: 1, Region 7: 1
Veterans Affairs	NA	Veterans' Affairs has one employee in Region One, Cook County receiving bilingual supplemental pay.
Workers Compensation Commission	N/A	3 IN REGION 1 ONLY

## **Appendix 5**

Illinois Department of Human Rights  
Agency EEO/Affirmative Action Profile



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department on Aging

**Director:** John K. Holton, Ph.D.

**EEO/AA Officer:** Roseanne McNamara

**Agency Workforce:** 145

**Fiscal Year:** 2014

**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:** Department of Agriculture

**Director:** Robert F. Flider

**EEO/AA Officer:** Brent Eggleston

**Agency Workforce:** 371

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 32 Females, 1 African American, and 2 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 30 Females, 1 African American, and 2 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 29 Females, 1 African American, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 28 Females, 1 African American, and 2 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there was 1 opportunity that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 32 Females, 1 African American, and 2 Asians. For minorities, during the year, there were 7 opportunities that did not address these goals. For females, there were 7 opportunities and 4 or 57% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address minority and female goals.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Arts Council

**Executive Director:** Tatiana Gant

**EEO/AA Officer:** Romie Muñoz

**Agency Workforce:** 14

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Capital Development Board

**Executive Director:** Jim Underwood

**EEO/AA Officer:** Heather Humphrey

**Agency Workforce:** 135

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 12 Females, 2 African Americans, 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. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 11 Females, 2 African Americans, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 100% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 10 Females, 2 African Americans, and 1 Asian. For minorities, there were 3 opportunities that did not address these goals. For females, there was 1 opportunity that did not address this goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14 agency underutilization was 10 Females, 2 African Americans, and 1 Asian. For minorities there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there was 1 opportunity that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 12 Females, 2 African Americans, and 1 Asian. For minorities, during the year there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For females, there were 5 opportunities and 2 or 40% addressed this goal. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Central Management Services

**Acting Director:** Simone McNeil

**EEO/AA Officer:** Fred Stewart

**Agency Workforce:** 1,440

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 70 Females, 4 African Americans, 33 Hispanics, and 2 Asians. For minorities, during this quarter, there were 4 opportunities that did not address these goals. For females, there were 8 opportunities and 4 or 50% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 66 Females, 4 African Americans, 33 Hispanics, and 2 Asians. For minorities, during this quarter, there were four opportunities that failed to address these goals. For females, there were 8 opportunities and 3 or 38% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 63 Females, 4 African Americans, 33 Hispanics, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 6 opportunities and 3 or 50% addressed this goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 60 Females, 4 African Americans, 33 Hispanics, and 2 Asians. For minorities, during this quarter, there was one opportunity, 1, 1Hispanic, or 100%, addressed these goals. For females, there were 13 opportunities and 11 or 85% addressed this goal. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 70 Females, 4 African Americans, 33 Hispanics, and 2 Asians. For minorities, during the year, there were 8 opportunities and 1 or 13% (1 Hispanic) addressed these goals. For females, there were 35 opportunities and 21 or 60% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Children and Family Services

**Acting Director:** Bobbie Gregg

**EEO/AA Officer:** Shelia Riley

**Agency Workforce:** 2,619

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 2 African Americans, 2 Hispanics, and 69 Asians . For minorities, during this quarter, there were 6 opportunities and 3 or 50% (3 Asians) addressed these goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 2 African Americans, 2 Hispanics, and 66 Asians. For minorities, during this quarter, there were 11 opportunities and 3 or 27% (1 African American and 2 Asians) addressed these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 1 African American, 2 Hispanics, and 64 Asians. For minorities, during this quarter, there were 5 opportunities and 2 or 40% (2 Asians) addressed these goals.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 1 African American, 2 Hispanics, and 62 Asians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 African American) addressed these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY14 was 2 African Americans, 2 Hispanics, and 69 Asians. For minorities, during the year, there were 28 opportunities and 9 or 32% (2 African Americans and 7 Asians) addressed these goals. This 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**

Agency achieved parity for African Americans.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Civil Service Commission

**Executive Director:** Daniel Stralka

**EEO/AA Officer:** Andrew Barris

**Agency Workforce:** 3

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Commerce and Economic Opportunity

**Director:** Adam Pollet

**EEO/AA Officer:** Victoria Dawn Benn

**Agency Workforce:** 359

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 1 Hispanic and 4 Asians. For minorities, during this quarters, there were 2 opportunities and 1 or 50% (1 Asian) addressed these goals. This agency is at parity for women and people with disabilities.

**SECOND THROUGH FOURTH QUARTERS (10/1/13 THROUGH 6/30/14)**

As of 10/1/13, agency underutilization was 1 Hispanic and 3 Asians. For minorities, during this quarters, there were no opportunities to address these goals.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 1 Hispanics and 4 Asians. For minorities, during the year, there were 2 opportunities and 1 or 50% (1 Asian) addressed these goals. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐**RECOMMENDATIONS/COMMENTS**

\*The agency had too few opportunities to address the minority goals to consider for affirmative action evaluation.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Commerce Commission

**Executive Director:** Jonathan Feipel

**EEO/AA Officer:** Leigh Ann Myers

**Agency Workforce:** 236

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 21 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 21 Females, 1 Hispanic, and 4 Asians. For minorities, during this quarter, there was one opportunity to address minority goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**THIRD THROUGH FOURTH QUARTERS (1/1/14 THROUGH 6/30/14)**

As of 1/1/14, agency underutilization was 21 Females, 1 Hispanic, and 4 Asians. For minorities and females during these quarters, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY14 was 21 Females, 1 African American, and 4 Asians. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

Agency in compliance ☒

Agency in non-compliance ☐

## RECOMMENDATIONS/COMMENTS

\*There were too few opportunities to address the minority and female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Corrections

**Director:** Salvador Godinez

**EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 11,050

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 579 Females, 47 African Americans, 26 Hispanics, 21 Asians, and 4 American Indians. For minorities, during this quarter, there were 5 opportunities and 4 or 80% (2 African Americans and 2 Asians) addressed these goals. For females, there were 162 opportunities and 38 or 23% addressed this goal. This agency is underutilized by 156 people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 541 Females, 45 African Americans, 26 Hispanics, 19 Asians, and 4 American Indians. For minorities, during this quarter, there were 19 opportunities and 2 or 11% (2 Asians) addressed these goals. For females, there were 31 opportunities and 15 or 48% addressed this goal. This agency is underutilized by 156 people with disabilities.

### **THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 526 Females, 45 African Americans, 26 Hispanics, 17 Asians, and 4 American Indians. For minorities, during this quarter, there were 20 opportunities and 5 or 25% (2 African Americans, 1 Hispanic, and 2 Asians) addressed these goals. For females, there were 90 opportunities and 23 or 26% addressed this goal. This agency is underutilized by 154 people with disabilities.

### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 503 Females, 43 African Americans, 25 Hispanics, 15 Asians, and 4 American Indians. For minorities, during this quarter, there were 10 opportunities and 3 or 30% (1 Hispanic, 1 Asian, and 1 American Indian) addressed these goals. For females, there were 67 opportunities and 12 or 18% addressed this goal. This agency is underutilized by 154 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 579 Females, 47 African Americans, 26 Hispanics, 21 Asians, and 4 American Indians. For minorities, during the year, there were 54 opportunities and 14 or 26% (4 African Americans, 2 Hispanics, 7 Asians, and 1 American Indian) addressed these goals. For females, there were 350 opportunities and 88 or 25% addressed this goal. This agency is underutilized by 154 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 continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contact with professional organizations.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Council on Developmental Disabilities

**Executive Director:** Sheila Romano

**EEO/AA Officer:** Janinna Hendricks

**Agency Workforce:** 9

**Fiscal Year:** 2014

**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:** Jack Cutrone

**EEO/AA Officer:** Luz Agosto

**Agency Workforce:** 85

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 6 Hispanics. For minorities, during this quarter, there were no opportunities to address these goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 6 Hispanics. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 Hispanic) addressed these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 5 Hispanics. For minorities, during this quarter, there were no opportunities to address these goals.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 5 Hispanics. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals.



## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY14 was 6 Hispanics. For minorities, during the year, there were 3 opportunities and 2 or 67% (2 Hispanics) addressed this goal. This 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 goals.

**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:** 2014

**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:** Lynne Sered

**EEO/AA Officer:** Renee Strickland

**Agency Workforce:** 10

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	<b>X</b>		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	<b>X</b>		
4. Appropriate EEO/AA training programs.	<b>X</b>		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	<b>X</b>		
6. Timely submission of required reports.	<b>X</b>		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			<b>X</b>
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	<b>X</b>		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	<b>X</b>		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

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**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Emergency Management Agency

**Director:** Jonathan E. Monken

**EEO/AA Officer:** Kevin Moore

**Agency Workforce:** 201

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 12 Females, 1 Hispanic, and 1 Asian. For females and minorities, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 12 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals during this quarters. For females, there was 1 opportunity, 1 or 100%, addressed these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 11 Females, 1 Hispanic, and 1 Asian. For minorities, there were no opportunities to address these goals during this quarters. For females, there were 2 opportunities, 2 or 100%, addressed these goals.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 9 Females 1 Hispanic, and 1 Asian. For females, there were three opportunities to address these goals, 2 or 67% addressed these goals. For minorities, there were no opportunities to address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY14 was 12 Females, 1 Hispanic, and 1 Asian. There were no opportunities to address minority goals. For females, there were 6 opportunities to address these goals, and 5 or 83% addressed these 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 Employment Security

**Director:** Jay R. Rowell

**Interim EEO/AA Officer:** Caroline Alamillo

**Agency Workforce:** 1,269

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 6 Females, 1 Hispanic, and 13 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND THROUGH THIRD QUARTERS (10/1/13 THROUGH 3/31/14)**

As of 10/1/13, agency underutilization was 5 Females, 1 Hispanic, and 13 Asians. 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.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 5 Females, 1 Hispanic, and 13 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY14 was 6 Females, 1 Hispanic, and 13 Asians. For minorities, during the year, there were 6 opportunities that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

### **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:** 812

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginng of FY14 was 85 Females, 3 African Americans, and 2 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 6 opportunities and 4 or 67% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 81 Females, 3 African Americans, and 2 Asians. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 7 opportunities and 4 or 57% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 77 Females, 3 African Americans, and 2 Asians. 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.



#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 74 Females, 3 African Americans, and 2 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were 13 opportunities and 7 or 54% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginng of FY14 was 85 Females, 3 African Americans, and 2 Asians. For minorities, during the year, there were 10 opporutnities and 1 or 10% (1 African American) addressed these goals. For females, there were 29 opportunities and 18 or 62% addressed this goal. This agency is at aprity 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.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Financial and Professional Regulation

**Acting Secretary:** Manuel Flores

**EEO/AA Officer:** Vivian Toliver

**Agency Workforce:** 450

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 1 Female and 9 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 9 Asians. For minorities, during this quarter, there were no opportunities to address these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 9 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 9 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 1 Female and 9 Asians. For minorities, during the year, there were 9 opportunities that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal. Agency achieved parity for females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Office of the State Fire Marshal

**Fire Marshal:** Lawrence T. Matkaitis

**EEO/AA Officer:** Jodi Schrage

**Agency Workforce:** 127

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 3 Females, 3 African Americans, and 1 Hispanic. 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 (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 3 Females, 3 African Americans, and 1 Hispanic. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity that did not address this goal.

**THIRD THROUGH FOURTH QUARTERS (1/1/14 THROUGH 6/30/14)**

As of 1/1/14, agency underutilization was 3 Females, 3 African Americans, and 1 Hispanic. For minorities, during these quarters, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 3 Females, 3 African Americans, and 1 Hispanic. For minorities, during the year, there was one opportunity that did not address these goals. For females, during the year, there was one opportunity that did not 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 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:** 164

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 14 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were two opportunities, 1 or 50%, addressed this goal. This agency is underutilized by 1 person with a disability.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 13 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were two opportunities that failed to address these goals. For females, there were no opportunities to address these goals. This agency is underutilized by 1 person with a disability.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 13 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were two opportunities and 2 females addressed this goal. This agency is underutilized by 1 person with a disability.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 11 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females during this quarter, there were 2 opportunities, 2 or 100% addressed these goals. This agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 14 Females, 1 Hispanic, and 3 Asians. For minorities, during the year, there were 2 opportunities that did not address these goals. For females, there were 6 opportunities, 5 or 83% addressed these goals. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Guardianship and Advocacy Commission

**Director:** Dr. Mary L. Milano

**EEO/AA Officer:** Tedd Ward

**Agency Workforce:** 106

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/13 THROUGH 6/30/14)**

Agency underutilization for the beginning of FY14 was 2 Asians. For minorities, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

\*No opportunities to address the minority goal.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Healthcare and Family Services

**Director:** Julie Hamos

**EEO/AA Officer:** Derrick Davis

**Agency Workforce:** 2,081

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 9 African Americans, 7 Hispanics, and 3 Asians. For minorities, during this quarter, there were 3 opportunities and 2 or 67% (2 Hispanics) addressed these goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 9 African Americans, 5 Hispanics, and 3 Asians. For minorities, during this quarter, there were 8 opportunities and 4 or 50% (3 African Americans and 1 Hispanic) addressed these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 6 African Americans, 4 Hispanics, and 3 Asians. For minorities, during this quarter, there were 6 opportunities and 4 or 67% (1 African American and 3 Hispanics) addressed these goals.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 5 African Americans, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 8 opportunities and 1 or 13% (1 African American) addressed these goals.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 9 African Americans, 7 Hispanics, and 3 Asians. During the year, there were 25 opportunities and 11 or 44% (5 African Americans and 6 Hispanics) addressed these goals. This agency is at parity for females. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Historic Preservation Agency

**Director:** Amy Martin

**EEO/AA Officer:** Dawn DeFraties

**Agency Workforce:** 164

**Fiscal Year:** 2014

**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 SECOND QUARTERS (7/1/13 THROUGH 12/31/13)**

Agency underutilization at the beginning of FY14 was 5 Females and 2 African Americans. For females during these quarters, there were no opportunities to address this goal this quarter. For minorities, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 5 Females and 2 African Americans. For females, there was one opportunity, and 1 female, or 100%, addressed this goal this quarter. For minorities, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 4 Females and 2 African Americans. For females, there were no opportunities to address this goal this quarter. For minorities, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY14 was 5 Females and 2 African Americans. For minorities, during the year, there were no opportunities to address this goal. For females, there was one opportunity, and 1 female, 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 no opportunities to address the minority goals and too few opportunities to address the female goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Human Rights Commission

**Executive Director:** N. Keith Chambers

**EEO/AA Officer:** Dr. Ewa I. Ewa

**Agency Workforce:** 19

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Rights

**Director:** Rocco J. Claps

**EEO/AA Officer:** Michelle Dirksen

**Agency Workforce:** 140

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 5 African Americans and 4 Asians. During this quarter there was 1 opportunity and 1 or 100% (1 African American) addressed the minority goals. This agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 4 African Americans and 4 Asians. During this quarter, there were no opportunities to address the minority goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 10/1/13, agency underutilization was 4 African Americans and 4 Asians. During this quarter, there were 5 opportunities and 5 or 100% (3 African Americans and 2 Asians) addressed the minority goals.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 1 African American and 2 Asians. During this quarter, there were no opportunities to address the minority goals.

## **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 5 African Americans and 4 Asians. During the year, there were 6 opportunities and 6 or 100% (4 African Americans and 2 Asians) addressed the minority goals. The agency is at parity for females. This agency is at parity for people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Human Services

**Secretary:** Michelle R. B. Saddler

**EEO/AA Officer:** Anna D'Ascenzo

**Agency Workforce:** 11,898

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 61 Females, 21 African Americans, 122 Hispanics, 138 Asians, and 1 Native American. For minorities, during this quarter, there were 27 opportunities and 1 or 4% (1 Asian) addressed these goals. For females, there were 5 opportunities and 3 or 60% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 58 Females, 21 African Americans, 122 Hispanics, 137 Asians, and 1 Native American. For minorities, during this quarter, there were 74 opportunities and 7 or 9% (3 Asians 3 Hispanics, and 1 Asian) addressed these goals. For females, there were 72 opportunities to address this goal and 29 or 40% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 29 Females, 21 African Americans, 119 Hispanics, 136 Asians, and 1 Native American. For minorities, during this quarter, there were 59 opportunities and 9 or 15% (3 Hispanics, 3 African Americans, and 3 Asians) addressed these goals. For females, there were 3 opportunities and 2 or 67% addressed this goal.



#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 27 Females, 18 African Americans, 116 Hispanics, 133 Asians, and 1 Native American. For minorities, during this quarter, there were 53 opportunities and 9 or 17% (2 African Americans and 7 Asians) addressed these goals. For females, there were 4 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 61 women, 21 African Americans, 122 Hispanics, 138 Asians, and 1 Native American. For minorities, during the year, there were 214 opportunities and 26 or 12% (6 Hispanics, 8 African Americans, and 12 Asians) addressed these goals. For females, there was 84 opportunities, and 34 or 40% 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 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 84 opportunities to address the female goals, and 34 or 40%, addressed these goals, which exceeds the Department of Human Rights' standard of 37% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 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:** 2014

**COMPLIANCE CRITERIA**

- |   | Met | Not Met | N/A |
|---|-----|---------|-----|
| 1. Existence of an approved plan.   |     |         |     |
| 2. Met minimum compliance criteria:   |     |         |     |
| a. Minorities   |     |         |     |
| b. Females  |     |         |     |
| 3. Agency's EEO/AA policy has been disseminated throughout the agency.  |     |         |     |
| 4. Appropriate EEO/AA training programs.  |     |         |     |
| 5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.   |     |         |     |
| 6. Timely submission of required reports.   |     |         |     |
| 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.           |     |         |     |
| 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. |     |         |     |
| 9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.  |     |         |     |

**AFFIRMATIVE ACTION PERFORMANCE**

**FINDINGS**

Agency in compliance ☐                      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

The Illinois General Assembly created the Independent Tax Tribunal (PA 97-1129) as an independent state agency according to the Illinois Independent Tax Tribunal Act of 2012 (35 ILCS 1010/). The agency started in the third quarter of fiscal year 2014.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Insurance

**Director:** Andrew Boron

**EEO/AA Officer:** Ryan Gillespie

**Agency Workforce:** 243

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 2 Females. For minorities, the agency is at parity. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

Agency underutilization at the beginning of FY14 was 1 Female. For females, there was 1 opportunity and 1 or 100% addressed this goal. Agency achieved parity.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

The agency is at parity for all affirmative action groups.

**FINDINGS**

Agency in compliance



Agency in non-compliance



**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Board of Investment

**Executive Director:** William R. Atwood

**EEO/AA Officer:** Alise White

**Agency Workforce:** 11

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Juvenile Justice

**Acting Director:** Candice Jones

**Interim EEO/AA Officer:** Fernando Chavarria

**Agency Workforce:** 1,003

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 136 Females, 8 Hispanics, and 34 Asians. For minorities, during this quarter, there were 5 opportunities and 1 or 20% (1 Asian) addressed these goals. For females, there were 25 opportunities and 13 or 52% addressed this goal. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 123 Females, 8 Hispanics, and 33 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 122 Females, 8 Hispanics, and 33 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) addressed these goals. For females, there were 23 opportunities and 23 or 100% addressed this goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 99 Females, 8 Hispanics, and 32 Asians. For minorities, during this quarter, there were 3 opportunities and 2 or 67% (1 Hispanic and 1 Asian) addressed these goals. For females, there were 32 opportunities and 14 or 44% addressed this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 136 Females, 8 Hispanics, and 34 Asians. For minorities, during the year, there were 14 opportunities and 4 or 29% (1 Hispanic and 3 Asians) addressed these goals. For females, there were 83 opportunities and 51 or 61% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Labor

**Director:** Joseph Costigan

**EEO/AA Officer:** Salvatore Calace

**Agency Workforce:** 90

**Fiscal Year:** 2014

**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:** 16

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH FOURTH QUARTERS (7/1/13 THROUGH 6/30/14)**

Agency underutilization at the beginning of FY14 was 1Asian. During these quarters there were no opportunities to address this goal. The agency is at parity for females. The agency is underutilized by 1 person with a disability.

**FINDINGS**

Agency in compliance ☒      Agency in non-compliance ☐

**RECOMMENDATIONS/COMMENTS**

\*There were no opportunities to address the minority goal.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Law Enforcement Training and Standards Board

**Executive Director:** Kevin McClain

**EEO/AA Officer:** Anthony Raffety

**Agency Workforce:** 17

**Fiscal Year:** 2014

**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**

This agency failed to complete its sexual harassment prevention training and post its sexual harassment prevention policy. The agency must post its sexual harassment prevention policy immediately and conduct annual sexual harassment prevention training programs. In addition, the agency must provide the Department copies of attendance sheets with the names of staff members in attendance at these programs and must ensure that make-up training sessions are provided for those unable to attend the original programs.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Lottery

**Superintendent:** Michael J. Jones

**EEO/AA Officer:** Lydia S. Mills

**Agency Workforce:** 135

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 1 Female, 1 African American and 2 Asians. For minorities during this quarter, there was one opportunity to hire/promote in the underutilized categories that did not address these goals. For females during this quarter, there was one opportunity to hire/promote in the underutilized category that did not address these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 1 Female, 1 African American and 2 Asians. For minorities during this quarter, there were no opportunities to hire/promote in the underutilized categories. For females during this quarter, there was one opportunity to hire/promote in the underutilized category, 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14 agency underutilization was 1 African American and 2 Asians. For minorities during this quarter there were one opportunity to hire/promote in the underutilized categories, 1 Asian or 100%, addressed these goals. The agency is at parity for females and people with disabilities.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14 agency underutilization was 1 African American and 1 Asian. For minorities during this quarter there were no opportunities to hire/promote in the underutilized categories. The agency is at parity for females and people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 1 Female, 1 African American and 2 Asians. For minorities, during the year, there were 2 opportunities, and 1 (1 Asian), or 50%, 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**

\*There were too few opportunities to address minority goals this year. Parity was achieved for females.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Medical District Commission

**Executive Director:** Warren Ribley

**EEO/AA Officer:** Kesner Bienvenu

**Agency Workforce:** 15

**Fiscal Year:** 2014

**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:** Daniel M. Krumrei

**EEO/AA Officer:** Anthony L. Boster

**Agency Workforce:** 213

**Fiscal Year:** 2014

**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 THIRD QUARTERS (7/1/13 THROUGH 3/31/14)**

Agency underutilization at the beginning of FY14 was 23 Females, and 2 Hispanics. For minorities during these quarters, there were no opportunities to address this goal. For females during these quarters, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 23 Females, and 2 Hispanics. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was one opportunity that did not address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 23 Females and 2 Hispanics. For minorities, during the year, there were no opportunities to address this goal. For females, there was one 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 the female goals and no opportunities to address the minority goals.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Natural Resources

**Director:** Marc Miller

**EEO/AA Officer:** Gloria Williams

**Agency Workforce:** 1,167

**Fiscal Year:** 2014

**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**

**FIRST QUARTER (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 117 Females, 21 African Americans, 12 Hispanics, and 7 Asians. For minorities, during this quarter, there was 1 opportunity, that did not address these goals. For females, there were 15 opportunities, 5 or 33% addressed these goals. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 112 Females, 21 African Americans, 12 Hispanics, and 7 Asians. For minorities, during this quarter, there were 6 opportunities to address these goals which did not address these goals. For females, there were 9 opportunities to address these goals, 2 or 22% addressed these goals.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 110 Females, 21 African Americans, 12 Hispanics, and 7 Asians. For minorities, during this quarter, there were 2 opportunities, 1 or 50%, 1 Asian addressed these goals. For females, there were 6 opportunities and 2 or 33% addressed this goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 108 Females, 21 African Americans, 12 Hispanics, and 6 Asians. For minorities, during this quarter, there were 8 opportunities that did not address these goals. For females, there were 10 opportunities that did not address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 117 Females, 21 African Americans, 12 Hispanics, and 7 Asians. For minorities, during the year, there were 17 opportunities, 1 or 6% (1 Asian) addressed these goals. For females, there were 39 opportunities and 8 or 21% addressed this goal. This agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

#### **RECOMMENDATIONS/COMMENTS**

This agency used the Successful Disability Opportunities program many times throughout the year and is commended for its hiring of people with disabilities. Although the agency's performance in regards to hiring women was only 21%, and its performance in regards to hiring minorities was only 6%, the agency conducted substantial outreach to attract minorities and women, and in most cases the availability of qualified individuals for the specialized vacancies that this agency has is low. For these reasons, the Department finds that agency made a good faith effort in addressing its affirmative action goals and is given an exception for failing to meet DHR's minimum compliance criteria.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police

**Director:** Hiram Grau

**Interim EEO/AA Officer:** Acting Lieutenant Christy White

**Agency Workforce:** 2,869

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 10/30/13)**

Agency underutilization at the beginning of FY14 was 61 Females, 50 African Americans, 19 Hispanics, 25 Asians, and 3 American Indians. For minorities, during this quarter, there were 5 opportunities to address these goals, 1 African American or 20%, addressed these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 28 people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 1/1/14, agency underutilization was 61 Females, 49 African Americans, 19 Hispanics, 25 Asians, and 3 American Indians. For minorities, during this quarter, there were 37 opportunities, 6(4 African Americans, 2 Hispanic) or 16% addressed these goals. For females, there was 27 opportunities and 2 or 7% addressed this goal. This agency is underutilized by 28 people with disabilities.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 59 Females, 45 African Americans, 17 Hispanics, 25 Asians, and 3 American Indians. For minorities, during this quarter, there were 6 opportunities, 2 (1 African American and 1 Hispanic) or 33% addressed these goals. For females, there was no opportunities and to address this goal. This agency is underutilized by 28 people with disabilities.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 59 Females, 44 African Americans, 16 Hispanics, 25 Asians, and 3 American Indians. For minorities, during this quarter, there were 31 opportunities to address these goals, 3 or 10%% (3 African Americans) addressed this goal. For females, there were 29 opportunities to address this goal, 3 or 10% addressed the goal. This agency is underutilized by 28 people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 61 Females, 50 African Americans, 19 Hispanics, 25 Asians, and 3 American Indians. For minorities, during the year, there were 79 opportunities and 12 or 15% (9 African Americans and 3 Hispanic) addressed these goals. For females, there were 56 opportunities and 5 or 9% addressed this goal. This agency is underutilized by 28 people with disabilities.

#### **FINDINGS**

Agency in compliance ☐ Agency in non-compliance ☒

#### **RECOMMENDATIONS/COMMENTS**

This agency failed to meet the DHR standard of 37% for female goals, in that it addressed such goals only 9% of the time. The agency also failed to meet the DHR standard of 25% for minority goals, in that it addressed such goals only 15% of the time. ISP will be referred to the Department of Central Management Services for assistance in providing training to meet the minority and female affirmative action goals. Finally, the agency failed to address its underutilization of people with disabilities. It is recommended that the agency request the SD list each time there is a Code vacancy for which such a list exists.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** State Police Merit Board

**Executive Director:** Ronald P. Cooley

**EEO/AA Officer:** Melinda G. Gutierrez

**Agency Workforce:** 4

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Pollution Control Board

**Executive Director:** Thomas Johnson

**EEO/AA Officer:** Kathryn L. Griffin

**Agency Workforce:** 24

**Fiscal Year:** 2014

**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:** Prisoner Review Board

**Chairman:** Adam Monreal

**EEO/AA Officer:** Nichole Damhoff

**Agency Workforce:** 17

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

\*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

**FINDINGS**

Agency in compliance

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Agency in non-compliance

☐

**RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Property Tax Appeal Board

**Executive Director:** Louis Apostol

**EEO/AA Officer:** Becky Hesse

**Agency Workforce:** 32

**Fiscal Year:** 2014

**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:** LaMar Hasbrouck, M.D., M.P.H.

**EEO/AA Officer:** Robin Tucker-Smith

**Agency Workforce:** 1,143

**Fiscal Year:** 2014

**COMPLIANCE CRITERIA**

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

**AFFIRMATIVE ACTION PERFORMANCE**

**FIRST THROUGH THIRD QUARTERS (7/1/13 THROUGH 3/31/14)**

Agency underutilization at the beginning of FY14 was 3 Asians. For minorities, during these quarters, there were no opportunities to address this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 3 Asians. For minorities, during this quarter, there was one opportunity that did not address this goal.

**SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 3 Asians. For minorities, during the year, there was one opportunity that did not address this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance

☒

Agency in non-compliance

☐**RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal. The agency is at parity for females.



**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Racing Board

**Executive Director:** Marc Laino

**EEO/AA Officer:** Kathy Laurent

**Agency Workforce:** 50

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 6/30/14)**

Agency underutilization at the beginning of FY14 was 1 Female. For females, there were no opportunities during these quarters. This agency is at parity for people with disabilities.

**FINDINGS**

Agency in compliance	<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:** Denise Connolly

**Agency Workforce:** 100

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of the year was 1 African American, 2 Hispanics, and 1 Asian. There was one opportunity, 1 Asian, or 100%, that addressed this goal this quarter. The agency is at parity for females and people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13 agency underutilization was 1 African American and 2 Hispanics. There were two opportunities that did not address this goal this quarter.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14 underutilization was 1 African American and 2 Hispanics. During the quarter there was one opportunity to address this goal, 1 African American or 100%, addressed the goal.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14 underutilization was 2 Hispanics. During the quarter there were no opportunities to address this goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 1 African American, 2 Hispanics, and 1 Asian. For minorities, during the year, there were 4 opportunities, 2 (1 African American and 1 Asian), or 50%, that addressed this goal. This agency is at parity for females and people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

\*There were too few opportunities to address the minority goal during the year.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Revenue

**Director:** Brian A. Hamer

**EEO/AA Officer:** Ruby Taylor

**Agency Workforce:** 1,638

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 9 Females, 10 African Americans, 6 Hispanics, and 5 Asians. For minorities, during this quarter, there were 29 opportunities and 8 or 28% (5 African Americans, 1 Hispanic, and 2 Asians) addressed these goals. For females, during this quarter, there were 8 opportunities and 8 or 100% addressed these goals. The agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, underutilization was 1 Female, 5 African Americans, 5 Hispanics, and 3 Asians. For minorities, during the quarter, there were 4 opportunities and 2 or 50% (1 African American and 1 Hispanic) addressed these goals. There were no opportunities to address female goals. The agency is at parity for people with disabilities.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14 underutilization was 1 Female, 4 African Americans, 4 Hispanics, and 3 Asians. For minorities, during the quarter, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. There were no opportunities to address female goals. The agency is at parity for people with disabilities.

#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14 underutilization was 1 Female, 3 African Americans, 4 Hispanics, and 3 Asians. For minorities, during the quarter, there were 5 opportunities and 2 or 40% (1 African American and 1 Hispanic) addressed these goals. There were no opportunities to address female goals. The agency is at parity for people with disabilities.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Underutilization at the beginning of FY14 was 9 Females, 10 African Americans, 6 Hispanics, and 5 Asians. For minorities, during the year, there were 42 opportunities and 13 or 31% (8 African Americans, 3 Hispanics, and 2 Asians) addressed these goals. There were 8 opportunities to address female goals, and 8 or 100% addressed these goals. The agency is at parity for people with disabilities.

#### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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#### **RECOMMENDATIONS/COMMENTS**

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Transportation

**Acting Secretary:** Erica J. Borggren

**EEO/AA Officer:** Karen Ward

**Agency Workforce:** 5,333

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 918 Females, 48 African Americans, 157 Hispanics, 38 Asians, and 1 American Indian. For minorities, during this quarter, there were 9 opportunities and 7 or 78% (3 African Americans and 4 Hispanics) addressed these goals. For females, there were 25 opportunities and 16 or 64% addressed this goal. This agency is underutilized by 167 people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 902 Females, 45 African Americans, 153 Hispanics, 38 Asians, and 1 American Indian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 16 opportunities and 11 or 69% addressed this goal. This agency is underutilized by 166 people with disabilities.

### **THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 891 Females, 45 African Americans, 153 Hispanics, 38 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 9 opportunities and 9 or 100% addressed this goal. This agency is underutilized by 166 people with disabilities.

### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 882 Females, 44 African Americans, 152 Hispanics, 38 Asians, and 1 American Indian. For minorities, during this quarter, there were 5 opportunities and 3 or 60% (3 Hispanics) addressed these goals. For females, there were 5 opportunities and 2 or 40% addressed this goal. This agency is underutilized by 164 people with disabilities.

### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY14 was 918 Females, 48 African Americans, 157 Hispanics, 38 Asians, and 1 American Indian. For minorities, during the year, there were 16 opportunities and 12 or 75% (4 African Americans and 8 Hispanics) addressed these goals. For females, there were 55 opportunities and 38 or 69% addressed this goal. This agency is underutilized by 164 people with disabilities.

### **FINDINGS**

Agency in compliance

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Agency in non-compliance

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### **RECOMMENDATIONS/COMMENTS**

The agency is underutilized by 164 people with disabilities and has not made much progress in addressing this underutilization. In FY15, the agency should request the Successful Disability Opportunities list for each hiring opportunity for which a list exists.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Department of Veterans' Affairs

**Acting Director:** Rodrigo Garcia

**EEO/AA Officer:** Fee Habtes

**Agency Workforce:** 1,332

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 3 Females, 13 African Americans, and 5 Hispanics. For minorities, during this quarter, there were six opportunities that did not address these goals. For females, there were no opportunities to address the female goal. This agency is underutilized by 4 people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, underutilization was 3 Females, 13 African Americans, and 5 Hispanics. For minorities, during this quarter, there were 8 opportunities and 2 or 25% (1 African American and 1 Hispanic) addressed these goals. For females, there were no opportunities to address the female goal. This agency is underutilized by 4 people with disabilities.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, underutilization was 3 Females, 12 African Americans, and 4 Hispanics. For minorities, during this quarter, there were 11 opportunities and 3 or 27% (3 African Americans) addressed these goals. For females, there were no opportunities to address the female goal. The agency is at parity for people with disabilities.



#### **FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, underutilization was 3 Females, 9 African Americans, and 4 Hispanics. For minorities, during this quarter, there was 12 opportunities that did not address these goals. For females, there were no opportunities to address the female goal.

#### **SUMMARY AFFIRMATIVE ACTION PERFORMANCE**

Agency underutilization at the beginning of FY14 was 3 Females, 13 African Americans, and 5 Hispanics. For minorities, there were 37 opportunities and 5 or 14% (4 African Americans and 1 Hispanic) addressed these goals. For females, there were no opportunities to address the female 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 female goal. The agency is at parity for people with disabilities. In regards to minority goal performance, 14% of opportunities addressed these goals. The Department of Human Rights' minimum compliance standard for minorities is 25%. The agency will be referred to the Department of Central Management Services for training.

**ILLINOIS DEPARTMENT OF HUMAN RIGHTS  
AGENCY EEO/AA PROFILE**

**Agency:** Workers' Compensation Commission

**Chairman:** Michael P. Latz

**EEO/AA Officer:** Alma Maxey

**Agency Workforce:** 159

**Fiscal Year:** 2014

**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 (7/1/13 THROUGH 9/30/13)**

Agency underutilization at the beginning of FY14 was 4 Asians. During this quarter, there were 3 opportunities and 1 or 33% (1 Asian) addressed the minority goal. Agency is at parity for females. This agency is at parity for people with disabilities.

**SECOND QUARTER (10/1/13 THROUGH 12/31/13)**

As of 10/1/13, agency underutilization was 3 Asians. During this quarter, there were no opportunities to address the minority goal.

**THIRD QUARTER (1/1/14 THROUGH 3/31/14)**

As of 1/1/14, agency underutilization was 3 Asians. During this quarter, there were two opportunities that did not address the minority goal.

**FOURTH QUARTER (4/1/14 THROUGH 6/30/14)**

As of 4/1/14, agency underutilization was 3 Asians. During this quarter, there were two opportunities that did not address the minority goal.

## SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY14 was 3 Asians. During the year, there were 7 opportunities and 1 or 14% (1 Asian) addressed the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

### FINDINGS

Agency in compliance

☒

Agency in non-compliance

☐

### RECOMMENDATIONS/COMMENTS

\*There were too few opportunities to address the minority goal.