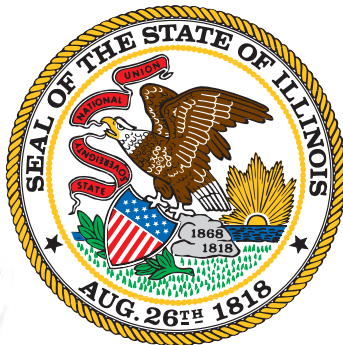




STATE OF ILLINOIS 2009

HISPANIC Employment Plan



Respectfully submitted to the Illinois General Assembly
February 1, 2009, by Central Management Services

APPENDICES

Appendix 1

HIRING MONITOR

Section I (To be completed by designated agency personnel)

Name of Agency _____ IDHR Region _____
Facility /Unit _____ Candidate's Name _____
Title of Job to be filled _____ Pay Grade _____
Number to be filled _____ Position Number _____
EEO Job Category _____ Employment Date _____

1. Is this EEO Category underutilized? Yes _____ No _____ If yes, by which of the following :
African Americans _____ Hispanics _____ Women _____ Asians _____ Native Americans _____ Disabled _____
2. Indicate: Sex of person selected _____
Race of person selected _____
Veteran or non-Veteran _____
Disability, if any _____
3. Number of individuals who applied or were on the list of eligible(s) _____
_____ were African American _____ invited, _____ interviewed, _____ selected
_____ were Hispanic, _____ invited, _____ interviewed, _____ selected
_____ were Women, _____ invited, _____ interviewed, _____ selected
_____ were Asian, _____ invited, _____ interviewed, _____ selected
_____ were Native American, _____ invited, _____ interviewed, _____ selected
_____ were Veterans, _____ invited, _____ interviewed, _____ selected
_____ were Disabled, _____ invited, _____ interviewed, _____ selected
_____ were Undefined, _____ invited, _____ interviewed, _____ selected
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.

Section II (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

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

PROMOTION MONITOR

Section I (To be completed by designated agency personnel)

Name of Agency _____ IDHR Region _____
 Facility /Unit _____ Candidate's Name _____
 Title of Job to be filled _____ Pay Grade _____
 Number to be filled _____ Position Number _____
 EEO Job Category _____ Date of Promotion _____

1. Is this EEO Category underutilized? Yes _____ No _____ If yes, by which of the following :
 African Americans _____ Hispanics _____ Women _____ Asians _____ Native Americans _____
2. Was the position posted? Yes _____ No _____
3. Number of individuals who applied or were on the list of promotable(s) _____
 _____ were African American _____ invited, _____ interviewed, _____ selected
 _____ were Hispanic, _____ invited, _____ interviewed, _____ selected
 _____ were Women, _____ invited, _____ interviewed, _____ selected
 _____ were Asian, _____ invited, _____ interviewed, _____ selected
 _____ were Native American, _____ invited, _____ interviewed, _____ selected
 _____ were Veterans, _____ invited, _____ interviewed, _____ selected
 _____ were Disabled, _____ invited, _____ interviewed, _____ selected
 _____ were Undefined, _____ invited, _____ interviewed, _____ selected
4. Indicate the sex and race of the person promoted.
5. Did it change the employee's EEO Job Category? Yes _____ No _____
6. If the category is underutilized and a member of an affirmative action group applied and was not promoted, give a detailed explanation.
7. Name and position of person(s) who interviewed candidates.
8. Name and position of person(s) who recommended the selection of the candidate.

Section II (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

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

 EEO/AA Officer Date

I approve of this promotion.

 Chief Executive Officer Date

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

Appendix 2



February 4, 2009

Agency Director
Agency Name
Street Address
City, IL Zip Code

Dear (Agency Director)

I am pleased to provide you with a copy of the 2009 State Hispanic Employment Plan which was submitted by the Department of Central Management Services to the General Assembly on February 1, as required by law. The Plan has just completed its third full year and is making significant progress. I would like to share with you some of this year's accomplishments:

- The Plan Coordinator in collaboration with the Illinois Department of Human Services developed a module on "Leadership and Upward Mobility Training" to enhance promotional opportunities for Hispanic employees.
- The Office of the Auditor General now includes compliance with the State Hispanic Employment Plan as part of its checklist when conducting agency audits.
- There was a concern that the new eRecruiting electronic application process would adversely impact the number of Hispanics applying for state positions. We are happy to report that a total of 14,801 Hispanics applied for state employment in 2008, which is an increase of 3,306 applicants or 28.8% more than applied during 2007. The new CMS eRecruiting application process did not adversely impact the number of Hispanic applying for state positions.
- The state now has 2,114 positions established as Spanish-Speaking option – a gain of 1,025 bilingual positions since its inception on January 1, 2006 for an increase of 94%.

The benefits of having a diverse workforce are many, including enabling agencies to provide better and more inclusive service to Illinois taxpayers and the general public. Therefore, I strongly encourage your agency to continue to build upon your affirmative action and Equal Employment Opportunity goals including emphasis on hiring, training, retention and promotion.

1/30/2009

Page 2

Please feel free to share the Plan with your senior management staff including your HR Director, AA/EEO Officer and Recruitment Manager. The 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 this goal and better serve all residents of our great state. If you have any questions or need additional information, please don't hesitate to contact Olga Iniguez, State Hispanic Employment Plan Coordinator and Acting Manager of the CMS Diversity Enrichment Program, at 312/814-3844 or olga.iniguez@illinois.gov.

Sincerely,

James P. Sledge
Director

Attachment

Appendix 3

Received by CMS on
2008 OCT 31 P 2:33**State Hispanic Employment Plan Survey 2009**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department on Aging

Name of Individual Completing Survey: John Dietrich

Individual's Working Title: Acting Human Resources Administrator

Individual's Phone Number: 217/785-3347

Individual's Mailing Address: 421 E. Capitol, Springfield, IL 62701

Individual's Email Address: John.Dietrich@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 36 Officials and Managers

 83 Professionals

 16 Technicians

 0 Protective Service Workers

 12 Para-Professionals

 14 Office and Clerical

 1 Skilled Craft Workers

 0 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 162

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

Note: The FY09 AAP has an underutilization of 1 Professional Hispanic employee in Region 1.

- 6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

There is no specific budget allocation for HEPs. In FY08, the agency had 3 bi-lingual Spanish speaking positions, all of which were filled with Hispanic employees who work in the agency's Senior Helpline in Sangamon County.

- 7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

Currently, all 3 bilingual Spanish speaking option positions are situated in the Senior Helpline which assists seniors and their caregivers access a host of public benefit programs for seniors that range from home and community based alternative care options to assistance with pharmaceutical benefits. All three positions are classified as Executive I positions, and are covered by the AFSCME Agreement. Accordingly, the Department is required to pay the negotiated pay rate pursuant to the AFSCME Agreement and the B/L pay provisions in the CMS Pay Plan based on the employees' classification and applicable step. Combined, their current annual salary cost is approximately \$140,000.00

- 8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan.

Thee Agency 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.

- 9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

1. In FY09, the agency has 1 underutilization of a Professional Hispanic employee in Region 1. The agency intends to actively address this underutilization during the 2nd and/or 3rd quarter of FY09 in accordance with budgetary allowances by adding a new B/L Spanish speaking supervisory position in the Chicago Office to help oversee Senior Helpline operations in that office and to improve IDOA outreach activities in Cook and Suburban Counties.
2. Support training opportunities offered by Illinois Association of Hispanic State Employees (IAHSE) for IDOA staff. In addition to the CMS positing system, announce vacancies of B/L positions to organizations such as IAHSE and others to increase the diversity of qualified applicants.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

In addition to those strategies mentioned above, the Department also submitted 3 B/L Spanish speaking new positions for the Circuit Breaker/Rx Program which are pending CMS approval. They are namely a Revenue Tax Specialist Trainee, RTS I and RTS II for both Sangamon and Cook County. As the demand increases for bi-lingual staff to help LEP senior clients, having those positions already established would enable the agency to re-direct resources, as well as expedite the hiring process for frontline positions to address such eventualities.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

See 9a. and 9b. The Department is also required to utilize the CMS Upward Mobility List when filling vacancies es.

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. In addition to receiving a CMS grade for the position, the on-site test will better ensure a more qualified candidate pool when selecting B/L frontline customer service personnel at the Department.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
It is strictly administered by the Acting HR Administrator whose duties also include being the EEO officer for the agency. A monitor form is required when completing all new hires and promotions which are sent to CMS as well

e) Recommendations provided by DHR, CMS or the Auditor General:

None.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency has met all its AAP goals in FY08. There was no underutilization of Hispanic employees. The agency has progressively increased the number of permanent bi-lingual FTE positions by 1 in the past 4 years.

Were there any increases in those levels from the prior year? If so, please provide specific details.

The agency will seek to have four (4) B/L Spanish speaking personnel onboard in FY09, one of which will be an Executive II supervisory position and located in Chicago.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

See the answers to questions 9 through 10 above.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08

JFA

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: IL Department of Agriculture

Name of Individual Completing Survey: Brent Eggleston

Individual's Working Title: Bureau Chief, Bureau of Human Resources

Individual's Phone Number: 217-785-5099

Individual's Mailing Address: 801 E Sangamon Ave Springfield, IL 62702

Individual's Email Address: Brent.Eggleston@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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
 3 Technicians
 0 Protective Service Workers
 0 Para-Professionals
 0 Office and Clerical
 0 Skilled Craft Workers
 0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 56 Officials and Managers
 141 Professionals
 157 Technicians
 7 Protective Service Workers
 26 Para-Professionals
 29 Office and Clerical
 18 Skilled Craft Workers
 17 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 451 _____

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No. The IL Department of Agriculture employs three (3) bilingual Hispanic employees in the Bureau of Meat and Poultry Inspection. Their appropriation is combined with the Bureau's allocated budget.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The IL Department of Agriculture's EEO/ADA Officer participates on all Rutan interview panels to ensure that minority hiring requirements are understood and met, when possible. All administrative staff responsible for hiring and interviewing are trained regarding discrimination prohibitions and Affirmative Action during the Rutan training certification through CMS.

The Affirmative Action plan is disseminated to management staff and available at the front desk for all staff to review.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The IL Department of Agriculture EEO Officer participates in various job/career fairs at junior colleges, universities and those hosted by other state agencies. Representatives from each Bureau participate in the annual career fair at the Chicago High School for Agricultural Sciences.

IDOA will also begin posting positions with IDES/Skills Match.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

As of June 30, 2008, the IL Department of Agriculture was at parity with the required number of bilingual employees required to adequately service

the needs of the Spanish speaking public. Even though there are no Spanish-speaking vacancies at present, IDOA continues to attend job fairs as well as post all openings on the statewide posting system. In addition, IDOA will begin posting positions with IDES/Skills Match.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The IL Department of Agriculture participates in the State of Illinois Upward Mobility program. IDOA's review of Spanish-speaking needs is ongoing. In the event the need for bilingual staff would increase, steps would be taken to ensure this need was satisfied.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The EEO Officer participates in the interview process notifying all panel members of the underutilization for the position being interviewed. The EEO officer is also responsible for the completion of all hiring/promotion monitors.

- e) Recommendations provided by DHR, CMS or the Auditor General:

IDOA will be working with DCMS to institute a training program as recommended by DHR. In addition, IDOA will begin posting positions with IDES/Skills Match as recommended by DCMS.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency's results are provided through the completion of the bilingual needs and bilingual pay survey. Currently, the agency's needs for bilingual positions have been met with the three Spanish-speaking inspection staff. In addition, all three positions are filled with Hispanic employees. Recruitment efforts will be directed toward addressing underutilization as outlined in the Affirmative Action Plan.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No, the adequate level of staffing to accommodate the Spanish-speaking needs at the IL Department of Agriculture remains at three (3). As of June 30, 2008, all three positions are filled with Hispanic, bilingual employees.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

As of June 30, 2008, there is no need to increase the number of Spanish-speaking employees at IDOA as the appropriate level of staffing to accommodate the needs is met. To increase the number of Hispanic employees in various EEOC categories, IDOA plans to continue recruitment efforts by attending available job fairs as well as ongoing training for appropriate staff regarding underutilization. Prior to all interviews, we will continue to inform the interview panels of the underutilization for the respective positions.

IDOA will begin posting positions on the IDES/Skills Match website. In addition, IDOA will be working with IDES on available career fairs statewide to increase our outreach efforts.

**State Hispanic Employment Plan Survey 2009
(For Fiscal Year 2008)**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Illinois Arts Council

Agency: _____

Romie Munoz

Name of Individual Completing Survey: _____

Director of Administration

Individual's Working Title: _____

312-814-8250

Individual's Phone Number: _____

**JRTC/Illinois Arts Council
100 West Randolph #10-500
Chicago, IL 60601**

Individual's Mailing Address: _____

Individual's Email Address: romie.munoz@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 2 Officials and Managers

 2 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 1 Professionals (**Assigned to have Bilingual Pay since Para-Professional – Office Specialist has been vacant**)

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

_____ **6** Officials and Managers

_____ **10** Professionals

_____ Technicians

_____ Protective Service Workers

_____ **2** Para-Professionals

_____ **1** Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

19 Full time and 1 part-time.

5. As of June 30, 2008, provide the underutilization for Hispanics by category: **NONE**

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Illinois Arts Council (IAC) does not have a budget allocation for Hispanic Employment Program. The IAC has a position of one Office Specialist –Spanish Speaking Option. Because the IAC is a small agency (headcount of 19), we are able to meet the need to provide assistance to our constituents. The IAC continues to allocate funds towards Bi-lingual pay.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

Same as above however, the IAC's headcount is 19. The IAC continues to allocate funds towards Bi-lingual pay.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

By receiving memos from the Executive Director and complying with the Department of Central Management Services Bureau of Personnel, Division of Statewide Services (CMS). It is the responsibility of the Director of Administration who also is the Personnel Manager and EEO Officer to comply with mandates of the Hispanic Employment Plan.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

When a vacancy occurs, the IAC:

- Posts vacant position with Spanish speaking option on CMS 104 requirement internally and through the CMS Personnel procedures; specifically seeking Spanish speaking candidates for the position.**
- Contact CMS Diversity Enrichment Program for candidates.**
- Contact Illinois Association of Hispanic State Employees (IAHSE)**
- Contact the Universities for Student Interns.**
- Contact the CMS Examining and Testing for candidates.**

In addition, reviewing the EEO/AA Plan along with the EEO Quarterly Reports submitted to the Department of Human Rights (DHR).

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Same as above. Currently, the IAC has one Spanish speaking option position.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Encourage AFSCME employees to use the Upward Mobility Program. Encourage to take Spanish classes to enhance skills.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Director of Administration/Personnel Manager is submitting the Hiring Monitor and Promotional Monitor to the Department of CMS Bureau of Personnel Technical Services when a position has been filled. The Department of CMS will not accept the proper documents submitted without the required forms needed in order to process the paperwork.

- e) Recommendations provided by DHR, CMS or the Auditor General:

Memo's and emails from the Department of Human Rights and Dept. of CMS have been sent to all agencies indicating to complete the Hiring and Promotional Monitors when filling vacancies, promoting Permanent hires, trainees, provisional employees and semi-automatic promotions.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Continue to submit Quarterly Reports to DHR and printing out the Underutilization Summary by Region for the IAC. In our small agency, there are two Hispanic individuals in Officials and Managers positions that speak Spanish. However, they are not receiving Bi-lingual Pay. There are two Hispanic employees in the Professionals category. One employee does not speak Spanish. The other employee is temporarily receiving Bi-lingual Pay until we have the approval to hire an Office Specialist – Spanish Speaking Option. The employee currently receiving temporary Bi-lingual pay does not normally take incoming calls or speaks to constituents in Spanish. The Office Specialist would normally handle all inquiries.

Were there any increases in those levels from the prior year? If so, please provide specific details.

NO

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Our budget has been cut by \$5 million this year. Our headcount will need to be increased in order to hire more individuals. The two Officials and Managers do speak Spanish to constituents when an occasion arises however are not receiving Bi-lingual pay.

Please attach additional sheets as necessary.

Received by CMS on 10/6/08 JTA

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
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Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Capital Development Board

Name of Individual Completing Survey: Emily Montgomery

Individual's Working Title: Administrator of Personnel

Individual's Phone Number: (217) 782-7222

Individual's Mailing Address: 401 South Spring Street, 3rd Floor Stratton Building
Springfield, Illinois 62706

Individual's Email Address: emily.montgomery@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 1 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

17 Officials and Managers

79 Professionals

1 Technicians

 Protective Service Workers

32 Para-Professionals

3 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

126 _____

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

CDB does not have specific budget allocations for Hispanic Employment Programs. We currently have no need for Bilingual Programs.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Personnel Unit advises management/senior staff of underutilization status during the hiring process.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
CDB will continue to utilize various minority outreach programs in order to reach out to eligible candidates.
-
-
-

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: CDB has minimal interaction with the general public. Due to this, CDB has not experienced a need for Spanish-speaking bilinguals n staff. Should such need arise, we will address accordingly.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

No promotional programs are in place at this time.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

As EEO Officer, I ensure that monitors are completed.

- e) Recommendations provided by DHR, CMS or the Auditor General:

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

Were there any increases in those levels from the prior year? If so, please provide specific details.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
CDB is committed to maintaining its current parity status with regard to the number of Hispanics we employ.

Please attach additional sheets as necessary.

Received by CMS on _____

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Central Management Services

Name of Individual Completing Survey: Fred V. Stewart, II

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (217) 558-6713

Individual's Mailing Address: 401 S. Spring St., Room 720, Springfield, IL 62706

Individual's Email Address: fred.stewart@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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
- Technicians
- Protective Service Workers
- Para-Professionals
- Office and Clerical
- Skilled Craft Workers
- Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

410 Officials and Managers

583 Professionals

138 Technicians

21 Protective Service Workers

92 Para-Professionals

39 Office and Clerical

201 Skilled Craft Workers

145 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,629

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

4 Officials and Managers

2 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

1 Skilled Craft Workers

1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Agency does not provide specific budget allocations for Hispanic Employment and Bilingual Programs, but funds from the total Personnel and Diversity Employment programs are utilized for recruitment of Hispanic and Bilingual employees.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

See the response in item #6 above.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

CMS provides monthly training for individuals who interview candidates and also, those involved in recruitment.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

CMS has hired at least two individuals who assist in recruitment and hiring of Hispanic candidates. These are both full-time positions. During FY 08, CMS attended not less than 43 different events (in as many different locations) trying to recruit Hispanic employees and Spanish speakers. Job postings in which we specifically seek to have a Spanish speaking employee are advertised with a Spanish speaking option.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: See 9a).

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes.

e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

CMS continues to monitor the hiring and promotion of candidates and employees for each position filled. Hispanic candidates and employees are emphasized (by using the Spanish speaking option), as are other minorities.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

CMS will continue to actively recruit well qualified candidates for employment and will strive for diversity in all new hiring opportunities.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08

J.A.

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Children and Family Services

Name of Individual Completing Survey: Frank McNeil

Individual's Working Title: Acting Deputy Director/EEO Officer

Individual's Phone Number: (217) 557-5866

Individual's Mailing Address: 406 E. Monroe, Springfield, IL 62701

Individual's Email Address: Frank.McNeil@illinois.gov

1. **As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:**

___ 31 ___ Officials and Managers
___ 144 ___ Professionals
___ 4 ___ Technicians
___ 0 ___ Protective Service Workers
___ 9 ___ Para-Professionals
___ 20 ___ Office and Clerical
___ 0 ___ Skilled Craft Workers
___ 0 ___ Service-Maintenance

2. **As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:**

___ 24 ___ Officials and Managers
___ 135 ___ Professionals
___ 1 ___ Technicians
___ 0 ___ Protective Service Workers
___ 5 ___ Para-Professionals
___ 16 ___ Office and Clerical
___ 0 ___ Skilled Craft Workers
___ 0 ___ Service-Maintenance

3. **As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:**

 605 Officials and Managers

 2024 Professionals

 44 Technicians

 0 Protective Service Workers

 157 Para-Professionals

 306 Office and Clerical

 3 Skilled Craft Workers

 12 Service-Maintenance

4. **As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:**

 3,151

5. **As of June 30, 2008, provide the underutilization for Hispanics by category:**

 2 Officials and Managers

 4 Professionals

 0 Technicians

 0 Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 1 Service-Maintenance

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:**

No

7. **Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):**

NA

8. **What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?**

The EEO Officer has met with the leadership of the DCFS Latino Advisory Committee in order to promote a more diverse representation on Rutan interview teams. Moreover, the EEO Officer and the DCFS Diversity Recruitment Team has met with the Deputy Director of Human Resources on numerous occasions to strategize the promotion of diversity specifically with respect to Latino and bilingual employees.

9. **List all agency activities undertaken in implementing the State Hispanic Employment Plan:**

- a) **Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):**

The Office of Affirmative Action (OAA) conducts monthly diversity meetings in Chicago and Springfield via video conferences. These meetings include the Deputy Director of Personnel, the Office of Latino Services, the Chief of Staff, and a senior member of the Director's staff. Every month we look at our underutilization rates and create and analyze strategies to ensure improvement with respect to our diversity. The Office of Latino Services has been working with seven Latino coalitions in down state communities in order to bolster Latino and bilingual employment in DCFS specifically in those traditionally underserved regions.

DCFS spent approximately 1,600 dollars on employment ads in targeted Latino markets this includes radio and newspapers.

b)

Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Office of Latino Services has created a calendar of Latino events throughout Illinois and continually updates this calendar. It shares this with our Office of Employee Services and signals the possible targeting of Latino/Bilingual recruitment opportunities. The Latino Advisory Committee has a Latino Recruitment subcommittee. This subcommittee works in tandem with agency efforts to identify and help recruit targeted candidates for employment. This year, the Office of Latino Services, the Recruitment Office, and the Office of Affirmative Action have begun to meet once a month in order to coordinate our recruitment efforts throughout the Latino communities of Illinois. The Office of Latino Services works closely with the Latino Consortium agencies who are under contract to DCFS in encouraging high school and college Latino students to enter the field of social work to be employable by DCFS upon their graduation.

c)

Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Every year the Latino Advisory Committee, under the direction of the Office of Latino Services, organizes the Latino Family Institute Days. This is a conference and series of workshops designed for DCFS employees as well as those from private agencies that have contracts with DCFS. 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. Other trainings include: IAHSE Conference, IAACOMA (Illinois Association of Agencies and Community Organizations and Migrant Advocacy) Conference, and Hispanic Mental Health Conference, Latino Social Workers' Organization Conference (LSWO), National Association of Social Workers. Moreover, DCFS has staff development grants – this is how PSA's can attend college and graduate courses. Loyola University's Working with Latino Families Institute Days. Ongoing clinical trainings and workshops that focus on family issues. In addition, DCFS allows its employees to participate in CMS training such as Rutan training.

d)

How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Directors of DCFS and DHR agreed that DHR would provide training to all DCFS management staff that would emphasize the importance of understanding and achieving our underutilization reduction goals. Moreover, through our monthly meetings with the Diversity Recruitment Team as well as the monthly meetings with the Chief of the Office of Recruitment, the Office of Employee Services has become a partner in ensuring that their personnel liaisons are aggressively addressing our hiring and promotion monitor requirements.

e) Recommendations provided by DHR, CMS or the Auditor General:

The DHR Liaison to DCFS recommended that our agency participate in more trainings and conferences such as the American Association for Affirmative Action's (AAAA) yearly conference and workshops. All members of the Affirmative Action staff should become members of the AAAA.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

In 2008, DCFS hired 19 Latino employees and 22 bilingual workers.

Were there any increases in those levels from the prior year? If so, please provide specific details.

In 2007, DCFS hired 17 Latino Employees.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

We have identified retention as a significant problem in DCFS. Our Burgos Coordinator received a list of new Latino employees and she created a support group for these Latino and Bilingual employees. The goal is help these new employees adapt to a large state agency before they become overwhelmed.

Please attach additional sheets as necessary.

2008 OCT 30 A 10:06

State Hispanic Employment Plan Survey 2009

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DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Civil Service Commission

Name of Individual Completing Survey: Andrew Barris

Individual's Working Title: Assistant Executive Director

Individual's Phone Number: (217) 782-7373

Individual's Mailing Address:

400 West Monroe, Suite 306
Springfield, Illinois 62704

Individual's Email Address: andrew.barris@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 2 Officials and Managers

 1 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

The Civil Service Commission has four (4) employees.

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

 NA Officials and Managers

 NA Professionals

 NA Technicians

 NA Protective Service Workers

 NA Para-Professionals

 NA Office and Clerical

 NA Skilled Craft Workers

 NA Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Civil Service Commission does not discriminate on the basis of religion, race, national origin, sex, age, handicap or any other non-merit factor in providing employment opportunities. Due to the size of the agency, the Commission has no formal plan for recruiting employees. Furthermore, budget constraints and operational limitations dictate that the current size of the agency (4 employees) will not increase at any time in the immediate future. In addition, no new employees were hired or promoted in FY08.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

See answer to # 6 in this survey.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

See answer to # 6 in this survey.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

See answer to #6 in this survey.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

See answer to #6 in this survey.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

See answer to #6 in this survey.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes. See answer to #6 in this survey.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

See answer to #6 in this survey.

Were there any increases in those levels from the prior year? If so, please provide specific details.

See answer to #6 in this survey.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

None.

Please attach additional sheets as necessary.

Received by CMS on 10/27/08 3:40 p.m.

J.F.A

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Commerce and Economic Opportunity

Name of Individual Completing Survey: Bridget Devlin

Individual's Working Title: Managing Director for Human Resources

Individual's Phone Number: 217.785.1577

Individual's Mailing Address: 620 E. Adams Street, Springfield, IL 62702

Individual's Email Address: Bridget.Devlin@Illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 9 Officials and Managers

 6 Professionals

 0 Technicians

 N/A Protective Service Workers

 3 Para-Professionals

 1 Office and Clerical

 1 Skilled Craft Worker

 0 Service-Maintenance

2. As of June 30, 2008, 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

 4 Professionals

 Technicians

 N/A Protective Service Workers

 1 Para-Professional

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

203 Officials and Managers

233 Professionals

4 Technicians

N/A Protective Service Workers

19 Para-Professionals

8 Office and Clerical

3 Skilled Craft Workers

3 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

417

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

1 Officials and Manager

1 Professionals

 Technicians

N/A Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

N/A

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- All of DCEO's Human Resources staff attend monthly agency personnel managers' meetings and training sessions sponsored by CMS to become aware of any legislative mandates affecting the State Hispanic Employment Plan;
- DCEO's Managing Director for Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified Latinos/Hispanics in the workforce; and
- The Director meets regularly with the HR Manager to strategize on efforts to increase the number of highly qualified Latinos/Hispanics at DCEO and meet AA goals.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of the Hispanic Employment Recruitment Plan):
- The Director places great emphasis on hiring/promoting highly qualified Latino/Hispanic applicants and employees within management and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the HR Manager.
 - The Equal Opportunity Compliance/Recruitment Manager maintains contact with the Governor's Office liaison for Latino Affairs and the CMS Diversity Enrichment Program staff to apprise these sources of current vacancies and attempt to identify future employment/career fairs that may be located in Latino/Hispanic communities.
 - DCEO maintains a close relationship with the following organizations:

Illinois Association of Hispanic State Employees (IAHSE);
League of United Latin American Citizens (LULAC);
Service, Employment and redevelopment (SER) Jobs group;
Illinois Latino Council on Higher Education (ILCHE);
Illinois Community College Board (ICCB); and
Employment and training facilities that are identified by our Bureau of
Workforce Development in Latino/Hispanic communities.

- DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with professional minority organizations or on behalf of members of the Illinois General Assembly when our budget permits. DCEO had a presence at the following:

20th Annual Illinois Association of Hispanic State Employees (IAHSE)
Training Conference, October 25, 2007.

Annual Collegiate Career Fair at the University of Illinois at Springfield,
February 15, 2008.

Chicago Job Forum, March 6-7, 2008.

University of Illinois at Chicago Spring Diversity Career Fair, March 13,
2008.

20th Annual Illinois Association of Minorities in Government Conference,
May 7-9, 2008.

- DCEO's Equal Opportunity Compliance/Recruitment Manager outreaches to local area churches, community-based organizations, advocacy groups, statewide minority professional organizations, staff from the CMS Diversity Enrichment Program, other state agency Equal Opportunity or Recruitment Managers, the Illinois Department of Human Rights and DHS Disability Recruitment Program.
- The Department tracks the response rate by applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade for various position titles which the Department utilizes.
- The Department maintains recruitment files compiled with lists of well-qualified individuals, including Latino/Hispanic 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 Equal Opportunity Compliance/Recruitment Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latino/Hispanic applicants for state service.
 - The Office of Human Resources assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.
 - The Equal Opportunity Compliance/Recruitment Manager also identifies and refers well-qualified internal Latino/Hispanic employees to DCEO management staff for consideration when promotional opportunities arise.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
- As positions become vacant, the Office of Human Resources reviews them to determine if a bi-lingual option is suitable. Bureaus may also be contacted to provide a review of the vacant position to determine if a bi-lingual option is feasible.
 - When DCEO's Equal Opportunity Compliance/Recruitment Manager is notified of positions that require a posting and are posted as bi-lingual, the information is shared with statewide professional organizations such as:
 - Illinois Association of Hispanic State Employees;
 - Illinois Latino Council on Higher Education;
 - CMS Diversity Enrichment Program;
 - Community organizations such the Service, Employment & Redevelopment organization; and
 - League of United Latin American Citizens.
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
- DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs of Latino/Hispanic employees so they have an opportunity to take advantage of advancement opportunities within the Department. DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Program; and a Technical Training Program to all eligible employees.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

DCEO's Equal Opportunity Compliance/Recruitment Manager reviews all hiring and promotional monitors for compliance with all rules and regulations prior to final submission.

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

2007 Hispanic employee summary:	2008 Hispanic employee summary:
8 – Official/Managers	9 – Official/Managers
5 – Professionals	6 – Professionals
2 – Para-Professionals	3 – Para Professionals
1 – Office/Clerical	1 – Office/Clerical
1 – Skilled Craft Worker	1 – Skilled Craft Worker
2007 Spanish-speaking bilingual summary:	2008 Spanish-speaking bilingual summary:
2 – Official/Managers	2 – Official/Managers
4 – Professionals	4 – Professionals
1 – Para-Professional	1 – Para-Professional
1 – Office/Clerical	1 – Office/Clerical

Were there any increases in those levels from the prior year? If so, please provide specific details.

During FY08, DCEO hired two (2) highly qualified Latino-Hispanic Male Official/Managers in Cook County. A highly qualified Professional Latino/Hispanic Female in Cook County was hired during this same fiscal period. One Para-Professional Latino/Hispanic Male in Cook County was also hired.

During FY08, DCEO added the utilization of bi-lingual Spanish speaking skill requirements to one Official/Manager position due to translation needs of the office.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

- We encourage all DCEO employees, including our Latino/Hispanic staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latino/Hispanic employees are encouraged to request assistance for friends and family members who are interested in state service, by accessing the new CMS electronic employment system at <http://work.illinois.gov/>. Interested parties should complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. Latino/Hispanic applicants with disabilities should contact the DHS Disability Recruitment Program.

Received by CMS on
2008 OCT -6 A 10:13

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Commerce Commission

Name of Individual Completing Survey: Leigh Ann Myers

Individual's Working Title: Human Resources Manager

Individual's Phone Number: 217-785-1407

Individual's Mailing Address: 527 E. Capitol Ave., Springfield, IL 62701

Individual's Email Address: lmyers@icc.illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

51 Officials and Managers

188 Professionals

2 Technicians

8 Protective Service Workers

7 Para-Professionals

6 Office and Clerical

2 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

264

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

There is no specific budget allocations for Hispanic Employment Programs or Bilingual (Spanish-speaking option) programs, although we do have positions that require the ability to speak both English and Spanish. The money used to fund these positions is part of the Illinois Commerce Commission's overall budget allocation.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

As previously stated, positions within the Illinois Commerce Commission that require the Spanish-speaking option are part of the overall budget allocation.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All recruitment, interviewing, and hiring is done with the assistance of the Human Resources Office, which is where the EEO Officer is located. This allows us the opportunity to make sure that filling our vacant positions comply with all mandates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Our efforts to recruit Hispanic professionals currently include sending all of our postings directly to relevant Hispanic/Latino professional associations (such as the Hispanic Illinois State Law Enforcement Association, or the Hispanic Lawyers Association of Illinois) who will publicize our vacancies at no charge. College recruitment efforts go beyond posting positions with the college career services offices to include notification of Hispanic/Latino student organizations in order to solicit applications from their current and alumni membership. Further participation from these professional associations and student organizations often can be achieved through sponsorships.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Our highest priority has been given to re-filling Spanish-speaking positions that has been vacated and offering permanent employment opportunities to Spanish-speaking employees previously in temporary positions. Our efforts to retain Spanish-speaking employees have included responding quickly to requests for geographical transfer and increasing access to flexible work schedules.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The ICC publicizes free training programs offered by CMS and other state agencies. Though tuition reimbursement funds are available, none of our current Spanish-speaking employees have elected to participate in this program. The titles occupied by our Spanish-speaking employees are part of the AFSCME bargaining Unit which makes possible their ability to participate in the state's Upward Mobility program, an option previously unavailable to our employees.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

All Hiring and Promotion monitors are completed by the appropriate Human Resource staff member at the completion of the interview process.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Illinois Commerce Commission has always exceeded the EEO/AA guidelines set forth by the IDHR.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

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

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Consistent participation in minority career fairs is highly desirable, if funds for registrations and travel are available. Being able to bring Hispanic/Latino professionals on board through internship or co-op programs would greatly improve the ICC's chances of recruiting them on a permanent basis, if funding and headcount for future positions were also available. The ICC is still interested in using the LatPro career web site to assist recruiting Hispanic employees on the national level—something many of our professional positions require. Funding to the ICC or a consortium of state agencies interested in such an endeavor would be required.

Please attach additional sheets as necessary.

Received by CMS on _____

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Corrections / Public Safety Shared Services Center

Name of Individual Completing Survey: Rebecca R Shuster

Individual's Working Title: Assistant Deputy Director – Strategic Processes

Individual's Phone Number: 217-557-6010 ext. 2103

Individual's Mailing Address: 1301 Concordia Court, Springfield, IL 62702

Individual's Email Address: Rebecca.Shuster@doc.illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

15 Officials and Managers
27 Professionals
8 Technicians
148 Protective Service Workers
3 Para-Professionals
8 Office and Clerical
3 Skilled Craft Workers
11 Service-Maintenance

2. As of June 30, 2008, 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
17 Professionals
0 Technicians
15 Protective Service Workers
0 Para-Professionals
1 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

___ 505 ___ Officials and Managers

___ 1,460 ___ Professionals

___ 446 ___ Technicians

___ 7,621 ___ Protective Service Workers

___ 190 ___ Para-Professionals

___ 373 ___ Office and Clerical

___ 340 ___ Skilled Craft Workers

___ 717 ___ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

___ 11,652 ___

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

___ 0 ___ Officials and Managers

___ 15 ___ Professionals

___ 5 ___ Technicians

___ 58 ___ Protective Service Workers

___ 0 ___ Para-Professionals

___ 2 ___ Office and Clerical

___ 2 ___ Skilled Craft Workers

___ 9 ___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

A portion of the Affirmative Action budget is allocated to minority recruitment. The budget is approximately half of the total Affirmative Action budget, which equals about \$2,000..

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The budget for Affirmative Action dedicated to minority recruitment is approximately \$2,000.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Recruiters have participated in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, the Hispanic Caucus and individual legislators, as well as other. We also attend Hispanic conferences to encourage participants to apply for jobs at the Illinois Department of Corrections. Recruiters are also trained to focus on underutilization for areas

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): Recruitment Training for IDOC recruiters, hosting IDOC days in legislative districts, attending Hispanic conferences, and recruitment fairs and providing IDOC's action plan for the state Hispanic Employment plan.

Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

b) Deputy Director, Wardens, Division Directors and supervisors assess the needs of the population and work with Shared Services Classification staff to establish bilingual positions as needed.

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

As much of the bilingual staff is security and education staff opportunities for promotion exist with the Upward Mobility Program.

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

With each completed transaction of a hire, promotion, or transfer across geographical region or job category a Hiring or Promotion Monitor is completed, tracked by the hiring staff, checked by the Transaction manager, and reviewed and approved by the EEO Officer.

e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

N/A

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The agency continues to monitor and track hiring goals, and where these goals are established hires are made to attempt to remedy the underutilization.

Please attach additional sheets as necessary.

Received by CMS on 10/7/09

State Hispanic Employment Plan Survey 2008

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Criminal Justice Information Authority

Name of Individual Completing Survey: Brian Brosnan

Individual's Working Title: Human Resources Director

Individual's Phone Number: (312) 793-8950

Individual's Mailing Address: 300 W Adams Suite 700 Chicago IL, 60606

Individual's Email Address: Brian.brosnan@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

___20___ Officials and Managers
___54___ Professionals
___1___ Technicians
___0___ Protective Service Workers
___2___ Para-Professionals
___1___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

___55 Employees and 5 Contractual_____

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No. This agency does not specifically work with the public because we deal with other law enforcement agencies.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- 1. Provide new supervisors with training concerning EEO laws.**
- 2. Keep communication open so supervisors and administrative staff know about our goals of hiring more Hispanics.**
- 3. Notify relevant recruitment sources of potential vacancies for referral of qualified Hispanic applicants.**

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Send posting and other job information to colleges and Hispanic associations.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

This agency does not specifically work with the public so we do not deal with Spanish speaking people.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

This agency does not specifically work with the public so we do not deal with Spanish speaking people.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Informing the staff of the hiring and promotion monitors and making the staff fill it out so that they know why and how the agency is pushing to hire Hispanic employees.

- e) Recommendations provided by DHR, CMS or the Auditor General:
N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We have noticed that a low amount of Hispanics have been applying for jobs in this agency. We are reaching out to them by sending them information, but the opportunity of hiring has been low.

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes. ICJIA hired a Hispanic female into the Professional category.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The agency is doing the necessary needs to help increase the number of Hispanics on the workforce. At this time, we do not have suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by our agency.

Please attach additional sheets as necessary.

Received by CMS on _____

~~2008~~ OCT 24 A 9:50

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Deaf and Hard of Hearing Commission

Name of Individual Completing Survey: Tonia R. Bogener

Individual's Working Title: Legal Counsel/EEO Officer

Individual's Phone Number: 217/557-4493

Individual's Mailing Address: 1630 S. Sixth Street, Springfield, IL 62703

Individual's Email Address: tonia.bogener@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 0 Officials and Managers

 0 Professionals

 Technicians

 Protective Service Workers

 0 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

****See additional
comments attached
hereto.**

2. As of June 30, 2008, 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

 Technicians

 Protective Service Workers

 0 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

****See additional
comments attached
hereto.**

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

None. See additional comments attached hereto

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None. See 9(c) and additional comments attached hereto.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The appropriate staff has been advised of the requirements of the Hispanic Employment Plan. To ensure compliance, the agency interviews all applicants on the CMS eligible list. As stated above, IDHHC post all vacancies on the National Hispanic Council of the Deaf and Hard of Hearing and attended Deaf Latino Day at Chicago University.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

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

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

In addition to posting on CMS system, all job vacancies are posted to various deaf and disability organizations. Included among these posting is the National Hispanic Council of the Deaf and Hard of Hearing. When vacancies exist, IDHHC uses all forums available to recruit new

employees including deaf events such as Deaf Latino Day, Deaf Nation and ADA Celebrations.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

None. Due to the 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 Counsel of the Deaf and Hard of Hearing.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The EEO Office and Personnel Manger coordinate the completion of the hiring and promotion monitors. The Personnel Manger has added both to the required paperwork checklist utilized for new employees and promotion.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None, at this time.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Although IDHHC had one position posted and filled during FY 08, the position was posted on the National Hispanic Counsel for the Deaf and Hard of Hearing, IDHHC did not receive any Hispanic applications for either posting.

Were there any increases in those levels from the prior year? If so, please provide specific details.

None.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Continue seeking qualified applicants from a variety of sources including those specific to Hispanic and Spanish-speaking individuals.

Please attach additional sheets as necessary.

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

Received by CMS on
2008 OCT 21 P 1: 56

State Hispanic Employment Plan Survey 2008

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Council on Developmental Disabilities

Name of Individual Completing Survey: Janinna Hendricks

Individual's Working Title: Chief Fiscal Officer/Personnel Officer

Individual's Phone Number: (217) 782-9696

Individual's Mailing Address: 830 South Spring Springfield, IL 62704

Individual's Email Address: Janinna.Hendricks@illinois.gov

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 9 Officials and Managers

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving as the CFO and SPO).

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

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

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The Council has not undertaken any strategies specifically related to Hispanic employment during the year. The Council has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives. The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: The Council has not undertaken any strategies specifically related to Spanish speaking bilingual employment during the year. The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Illinois Council on Developmental Disabilities does not have a budget allocation per say for any employment programs due to our small size, with the exception of the activities of the Personnel Officer, which account for approximately 10% of the total job duties of that position (also serving as the CFO and SPO). The Council currently utilizes Language Line Translation Services to assist staff in communicating with people who speak Spanish or other languages in the rare instances it has been needed.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The Council's Personnel Officer is responsible for ensuring that the Hiring and Promotion Monitors are completed correctly and signed by the appropriate people.
- e) Recommendations provided by DHR, CMS or the Auditor General:
The Council has received no recommendations from any of the above listed entities.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:
The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities. Staff has been scheduled for recruitment training from CMS but those trainings have been canceled by CMS due to other training initiatives.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
The Council looks forward to working with CMS Personnel's Diversity Outreach staff in the future to effectively recruit and hire a diverse staff team. This includes Hispanic and Spanish-speaking bilinguals as well as individuals from other minority groups, including people with disabilities.

Please attach additional sheets as necessary.

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

43	Officials and Managers
134	Professionals
13	Technicians
0	Protective Service Workers
16	Para-Professionals
9	Office and Clerical
2	Skilled Craft Workers
0	Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

217

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

None _____

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
Hispanic: \$1900 – Includes staff participation in the IAHSE Conference and a vendor fee for the placement of advertising in the conference brochure.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The agency's EEO/AA Officer oversees related activities. _____

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Contact State Universities in the recruitment of Hispanic graduates in the Nuclear Safety and engineering fields.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A _____

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Employees are notified of available training classes through the Statewide Training Clearing House. Employees are invited to attend the Illinois Hispanic Employees annual conference.

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The Public Safety Shared Services Center complies with reporting requirements which is overseen by the agency's EEO/AA Officer.

e) Recommendations provided by DHR, CMS or the Auditor General:
None _____

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The agency has consistently worked with IAHSE in recruitment efforts. The majority of positions and/or opportunities within IEMA are located in a low minority population. There are no bilingual positions within IEMA.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No _____

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08 JBO.

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Employment Security

Name of Individual Completing Survey: Ken Santiago

Individual's Working Title: Human Resource Manager

Individual's Phone Number: 312 793-9322

Individual's Mailing Address: 33 S. State St, Chicago IL 60603

Individual's Email Address: Ken.Santiago@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

23 Officials and Managers

148 Professionals (This includes 38 intermittent employees)

2 Technicians

0 Protective Service Workers

3 Para-Professionals

5 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2008, 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

107 Professionals (This includes 22 intermittent employees)

0 Technicians

0 Protective Service Workers

0 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

314 Officials and Managers

1,058 Professionals

28 Technicians

0 Protective Service Workers

54 Para-Professionals

50 Office and Clerical

0 Skilled Craft Workers

4 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

Full-time (1,508), part-time (262) and LOA's (41)

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

There is no specific budget for those purposes. It is incorporated into our overall budget request. The IDES EEO Office is found in the Offices of the Director (OD) appropriation division, which also includes the IDES Director's Office, the Board of Review and Human Resource Management. From an expenditure authority perspective, the relevant unit of organization is ID as a whole. The expenditure authority budget packages required by the Illinois General Assembly have EEO performance reports but no specially earmarked EEO expenditure authority budget.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

There is no specific budget for those purposes. It is incorporated into our overall budget request See #6.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Language assessment evaluation of facilities is identified where we need Bilingual staff. Periodic meetings with Human Resources staff and EO Staff to review current hiring.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Participate in job fairs located in areas with large population of Hispanics. Contact colleges with a significant number of Hispanic students. Attend and participate in the Illinois Association of Hispanic State Employees (IAHSE), educational conference/job fair. Send job postings to IAHSE and IMAGE (Hispanic Association of Municipal and Government Employees) to be posted on their membership emails. Attend or participate in events, which attract large numbers of Hispanics. Alert Hispanic community based organization of job opportunities:

Illinois Migrant Council, La Voz Latina, Centro de Informacion, Hopefest, etc., Hire Hispanic students for summer jobs and internships.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

IDES staff at local offices with large number Hispanic can refer bilingual clients to apply for a grade for bilingual positions at IDES. Implement petition process to convert current Spanish speaking employees to bilingual position. Increase number of available bilingual option positions

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Agency informs employees of the availability of Upward Mobility via the intranet or emails. We also provided interpreter training for all bilingual staff. We also promote Upward Mobility, permit attendance to Hispanic conferences as well as LEP training.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The EEO officer reviews all hiring and promotional monitors. Human Resources staff and EEO staff meet periodically to insure compliance with CMS rules. EO Officer will review selection of candidates before an appointment has been made. DES incorporated the process within its policy and procedures (P&P 1203) to ensure underutilization of minorities is considered.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Agency, meets quarterly with DHR. The DHR liaison encourages the agency to continue to list jobs on the internet and to inform local community organizations of job opportunities at IDES

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Agency increased Professional bilingual staff from 107 to 110. These are front line staff serving the Hispanic clients.

Were there any increases in those levels from the prior year? If so, please provide specific details.

There was a total increase of three bilingual staff.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Review bilingual vacancies and determine if these positions are critical for the the agency. Recruit Hispanic and Spanish speaking bilingual staff at the local employment and Training Centers serving a large Hispanic populations as well as Colleges with a significant Hispanic student population. Establish more contacts or join boards of Hispanic Organizations through out the state such as Il Hispanic Chamber of Commerce, Little Village Chamber of Commerce, Aurora Hispanic Chamber of Commerce and the Northern Il Hispanic Chamber of Commerce of Rockford. Human Resources has made a concentrated effort to notify OMB of critical needs for Spanish bilingual positions through out the agency. In addition we will participate with the following community activities: Hopefest 2008, Cinco de Mayo Festival, and IL Hispanic Chamber of Business Expo and IAHSE conference just to name a few. List job orders in ISM. Recruit in local offices; send out openings to Hispanic organizations

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Environmental Protection Agency

Name of Individual Completing Survey: Jill Johnson

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: 217-785-2911

Individual's Mailing Address: 1021 N. Grand Avenue East Springfield, IL 62702

Individual's Email Address: Jill.Johnson@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

2 Officials and Managers

8 Professionals
 3 Technicians
 N/A Protective Service Workers
 0 Para-Professionals
 2 Office and Clerical
 0 Skilled Craft Workers
 0 Service-Maintenance

2. As of June 30, 2008, 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
 N/A Protective Service Workers
 0 Para-Professionals
 2 Office and Clerical
 0 Skilled Craft Workers
 0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 160 Officials and Managers

616 Professionals
68 Technicians
N/A Protective Service Workers
59 Para-Professionals
86 Office and Clerical
5 Skilled Craft Workers
6 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:
1000

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 08, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Office of Human Resources was allocated \$4,250 for all recruitment activities for FY 08, including activities related to the recruitment of Hispanics and Spanish Speaking bilingual employees.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Office of Human Resources, the Personnel Liaisons of each Bureau, the Director, Deputy Director, Labor Relations Manager and other senior staff are provided copies of the Agency's Affirmative Action Plan which contain information about the underutilization of Hispanics and the numeric goals to reduce underutilization.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): EEO/AA Officer works with the Office of Human Resources by sharing underutilization information and assisting with job fairs. In addition to developing A Hispanic Employment Recruitment Plan, the Agency attended a Latinos for Hire Expo as well as the Illinois Association of Hispanic State Employees Conference. The Agency attends a number of diversity fairs and invites all Hispanics on open competitive lists for interviews.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
- Invite all Hispanics on open competitive lists for interviews.
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

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

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Hiring and Promotion Monitors are completed by the office of Human Resources and reviewed quarterly by the Department of Human Rights.

- e) Recommendations provided by DHR, CMS or the Auditor General:

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Agency increased the number of Hispanic Employees from 11 in FY 07 to 15 in FY 08.

Were there any increases in those levels from the prior year? If so, please provide specific details.

See above

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Please attach additional sheets as necessary.

Received by CMS on 11/3/08 *J.F.A.*

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Fax: 217/558-4497

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ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Financial and Professional Regulation

Name of Individual Completing Survey: Vivian Toliver

Individual's Working Title: Public Service Administrator

Individual's Phone Number: (312) 814-1764

Individual's Mailing Address: 100 W. Randolph Street, 9-300, Chicago, IL 60601

Individual's Email Address: vivian.toliver@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

14 Officials and Managers

23 Professionals

3 Technicians

0 Protective Service Workers

4 Para-Professionals

3 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

10 Officials and Managers

8 Professionals

0 Technicians

0 Protective Service Workers

3 Para-Professionals

1 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

182 Officials and Managers

394 Professionals

48 Technicians

0 Protective Service Workers

78 Para-Professionals

44 Office and Clerical

0 Skilled Craft Workers

4 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

750 including part-time and leave of absence

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No, the agency does not budget specifically for Hispanic Employment programs or Bilingual programs. It did, however, pay a total of \$88,809 in Spanish-speaking pay to employees.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The agency does not budget specifically for Bilingual pay, but estimates a total of \$95,000 will be expended in FY09 for Spanish-speaking pay to employees.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

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

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The agency worked with the Illinois Housing Development Authority to sponsor "Homeowner Outreach Days" around the State, including in some predominately Hispanic neighborhoods. Homeowner Outreach Days were events at which members of the community could speak to a housing counselor or lender about issues related to home ownership. Spanish-speaking staff were on hand to assist Spanish-speaking homeowners.

Secretary Martinez and other IDFPFPR employees conducted television and radio interviews in Spanish concerning predatory lending practices in housing as well as the payday industry.

Question 9 cont.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The agency maintains a website that offers bi-lingual/Spanish brochures, pamphlets, and forms for the Spanish-speaking public.

The agency continues to evaluate and strategize on the need of bilingual employees to meet the needs of the Spanish-speaking public.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The agency employs a Spanish speaking receptionist at one of its major Chicago facilities.

The agency provided an opportunity for all Hispanic employees to attend the Annual Hispanic State Employees Conference. Some of the conference highlights included exhibits – employment opportunities; professional development workshops; and, the Latino Legislative Caucus Forum.

The IDFPR consumer hotline that handles inquiries regarding banks, homeownership, and possible mortgage fraud is supervised by a bilingual employee. She routinely handles calls from Spanish-speaking consumers.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

See question No. 8 above.

- e) Recommendations provided by DHR, CMS or the Auditor General.

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Monitoring by the Department of Human Rights with the Affirmative Action Plan, quarterly reports and quarterly reviews. Underutilization of Hispanics for Fiscal Year 2008 was addressed and; overall, 9 out of 59 hires/promotions addressed underutilization.

Were there any increases in those levels from the prior year? If so, please provide specific details.

As of July 30, 2008, DFPR has hired 6 Hispanic employees; and, promoted 3 Hispanic employees.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

DFPR will continue to recruit Hispanic and Spanish speaking bilinguals.

Received by CMS on _____

~~2008 OCT 30 P 2:03~~**State Hispanic Employment Plan Survey 2009**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008**RETURN TO:** Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Guardianship and Advocacy Commission**Name of Individual Completing Survey:** Bobbie Fox**Individual's Working Title:** Director of Human Resources**Individual's Phone Number:** 312-793-5335**Individual's Mailing Address:** 160 N. LaSalle Street, S-500, Chicago, IL 60601**Individual's Email Address:** bobbie.fox@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 2 Officials and Managers

 4 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 3 Professionals

 Technicians

 Protective Service Workers

 1 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

Due the fact that we are a small agency, we are limited in our funding for items outside basic needs and personal expenses. Thus, we do not have a budget allocation for Hispanic Employment Programs, nor have we established a budget for Bilingual (Spanish-speaking option) program (s). We would most likely explore the addition of more Bilingual (Spanish-speaking option) programs prioritized among other items if funding became available.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No funding allocated for FY08 for Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s).

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Currently the agency is not underutilized in Hispanics in any EEOC category. We would however, work with the supervisors in an awareness effort concentrating on the underutilization of Hispanics were there was an underutilization. The agency on the whole is made aware of those categories that are underutilized, and there is a more concentrated effort in those counties where underutilization exists.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Lack of funding prohibits us from setting aside line items for such employment strategies.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Lack of funding prohibits us from setting aside line items for such employment strategies.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Lack of funding prohibits us from setting aside line items for such employment strategies.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

We have a hiring packet, which now includes the Monitors, located on our GAC Intranet. It is easily accessible to the Supervisors. Upon beginning the hiring process they are aware and also reminded that they are to complete the Monitors as part of this hiring packet. The EEO Officer and the HR Director, works closely with supervisors throughout the hire process. Actual hire will not take place unless all appropriate documents are completed and signed off.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None available.

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Due to the size of the agency and lack of funding, we do not have much hiring opportunity. Additionally, we are not underutilized in any category by Hispanics. Ultimately, we lack statistics by which to measure any results.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

There are no recommendations at this time.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08

939

State Hispanic Employment Plan Survey 2009

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ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: HEALTHCARE AND FAMILY SERVICES

Name of Individual Completing Survey: Derrick L. Davis, Sr.

Individual's Working Title: Chief EEO/AA Officer

Individual's Phone Number: (312) 793-4322

Individual's Mailing Address: 401 S. Clinton Street 7th Floor Chicago, Illinois 60607

Individual's Email Address: Derrick.Davis@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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
74 Professionals
0 Technicians
0 Protective Service Workers
24 Para-Professionals
4 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

438 Officials and Managers
1377 Professionals
56 Technicians
0 Protective Service Workers
445 Para-Professionals
228 Office and Clerical
0 Skilled Craft Workers
3 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,516, per FY '08 Headcount Review report prepared by the Bureau of Budget and Cash Management.

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No, this agency does not maintain budgeted funds established by race or national origin. However, during FY '08 HFS expended \$229,842.00 for differential pay for Spanish Speaking Option positions. This is an \$18,164.00 increase from FY '07. This agency participates in activities throughout the year (although no funds are allocated specifically for race or national origin) to ensure that the Latino community is aware of employment opportunities that are available.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None to date. Please see # 6

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Monitoring all employment documents and reports within S & R & the Division of Personnel and further by the EEO/AA office staff. HFS/Personnel and EEO staff attend the Agency Personnel Managers training meetings and submit inquiries to DHR and the Plan Coordinator as needed.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Attend Job Fairs where invited. – HFS has been a sponsor and a Job Fair exhibitor for the annual IAHSE conference for the last 20 years.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

SS Opt. Vacancy notices are submitted to IAHSE for publication and to Olga Iniguez, the Hispanic Employment Plan Coordinator as part of the recruitment effort.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your

agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

In FY '08, HFS' Training Center trained 2,870 employees in 439 sessions. These sessions support the HFS mission by promoting and reinforcing Customer Service Skills; Teamwork; Employment Involvement and Quality Workforce Performance. The Center provides training opportunities to all department employees. The Center also provides reimbursement of tuition and fees for employees seeking an undergraduate or graduate degree.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

See # 8.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None received.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

FY '07 Hispanic Employees		FY '08 Hispanic Employees (Difference)	
Officials/Administrators	11	10	-1
Professionals	74	79	+5
Technicians	1	1	
Para/Prof	27	30	+3
Office/Clerical	3	4	+1

FY '07 Spanish Speaking bilingual employees		FY '08 Spanish Speaking bilingual employees (Difference)	
Officials/Administrators	6	5	-1
Professionals	69	74	+5
Para-Professionals	21	24	+3
Office/Clerical	5	4	-1

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes - Please see foregoing.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

For CMS to organize, provide on-site testing and counseling and promote job fairs in regions where the need is greatest. These fairs were well attended before they were discontinued. The application/grading process has to be evaluated, in that too much time elapses between application and availability (receipt of actual grades).

Please attach additional sheets as necessary.

Additional information for question number 9c:

Director's Office – Division of Community Outreach:

This office is responsible for the agency's programs for healthcare benefits and insurance, some of which are in conjunction with the governor's office. All materials distributed are printed in English and Spanish. Deputy Director, Peter Vina also covers many of the events in the Hispanic Community.

Division of Child Support Enforcement – Community Outreach:

All materials are printed in English and Spanish. The Spanish-speaking employee designated for community outreach is Edward Lopez (Professional). If necessary, this office will also recruit from regional staff. The Community Outreach office extends its services to the areas with a heavy Hispanic population such as: Morton East High School; Cicero, Berwyn; Melrose Park; Maywood; and Bellwood.

In addition, there is also a Teen Parent Program. The Healthy Marriage and Relationships Project is a special initiative funded by a federal grant. It offers relationship enhancement workshops as well as full case management and employment services to two sites in Chicago. One site serves a predominantly Hispanic population and the workshops are provided in Spanish. The case management and employment pieces are delivered by bilingual staff.

Division of Medical Programs – All Kids:

There are 11 Spanish Speaking option designated titles within this program (comprised of 3 Switchboard Operators – Office/Clerical and 8 Human Services Caseworkers – Professional). In addition there are three Human Services Caseworker vacancies under the Spanish Speaking option. The Human Services Caseworkers responsibilities include processing new applications and/or maintaining active cases, and translating mail from Spanish to English.

Bureau of Medical Administrative Support – Health Benefits Hotline:

This office is responsible for responding to client/provider telephone inquiries including, but not limited to, the following programs:

All Kids; Family Care; Medicare; Medicare D; Medicaid; Illinois Cares Rx; (Senior Care & Circuit Breaker); Illinois Breast and Cervical Cancer Program (IBCCP); Health Benefits for Workers with Disabilities (HBWD); Illinois Healthy Women (IHW); Medicaid Presumptive Eligibility; Veteran's Care; First Transit (transportation issues) Illinois Health Connect; Disease Management; Prior Approval; LIHEAP; Third Party Liability (TPL); Credible Coverage; Durable Medical Equipment (DME) and Pharmacy Prior Approval

A breakdown of hotline staff by title and option is as follows:

2 Executive I Option Spanish speaking (working supervisors); 13 Office Specialist Option Spanish speaking (3 currently vacant) and 2 Office Associate Option Spanish speaking positions.

Received by CMS on 11/7/08

J.A.

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Human Rights Commission

Name of Individual Completing Survey: Dr. Ewa I. Ewa

Individual's Working Title: Chief Fiscal Officer/Personnel Officer

Individual's Phone Number: 312-814-6269

Individual's Mailing Address: 100 W. Randolph St., Suite 5-100, Chicago IL 60601

Individual's Email Address: ewa.ewa@illinois.gov

1. As of June 30, 2008, 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
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

2. As of June 30, 2008, 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
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 20 employees on board as of 6/30/08 _____

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

- 0 Officials and Managers
- 0 Professionals0
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 0 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

_____ No _____

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

_____ N/A _____

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

_____ HRC continues to comply with all legislative mandates and statutory provisions relative to non-discriminatory practices in hiring in the work place.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

_____ None _____

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

_____ None _____

-
-
- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Hispanic employees have been allowed to attend the Annual Hispanic State Employees Training Conference.

HRC continues to encourage related staff to take advantage of statewide promotional programs designed to enhance individual progress and advancement in the work place.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes

- e) Recommendations provided by DHR, CMS or the Auditor General:
-
-
-
-

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

Two additional positions were allocated in FY09 in the Professional category. These two positions were both filled with Hispanic employees.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

None

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2008

2008 NOV -5 A 11: 48

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Wednesday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: JHPA

Name of Individual Completing Survey: Tad Allen

Individual's Working Title: Labor Relations/EEO

Individual's Phone Number: 217 785 0391

Individual's Mailing Address: 313 S. 6th St. Springfield, illinois

Individual's Email Address: Tad.Allen@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2007, 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
_____ Professionals
_____ Technicians
_____ Protective Service Workers
_____ Para-Professionals
_____ Office and Clerical
_____ Skilled Craft Workers
_____ Service-Maintenance

3. As of June 30, 2007, provide the number of funded positions within each of the following EEOC categories:

38 Officials and Managers

107 Professionals

8 Technicians

2 Protective Service Workers

31 Para-Professionals

16 Office and Clerical

11 Skilled Craft Workers

37 Service-Maintenance

4. As of June 30, 2007, provide total number of agency employees on board; include full-time, part-time and LOA's:

250

5. As of June 30, 2007, provide the underutilization for Hispanics by category: No underutilization in any category for Hispanics.

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 07 budget allocation for each of these programs: NO

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

None

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

By closely monitoring all hiring.

We monitor all hiring for EEO

purposes closely.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

None

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

None

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

None

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

By closely monitoring all hiring

None

e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

None

Were there any increases in those levels from the prior year? If so, please provide specific details.

None

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

None

Please attach additional sheets as necessary.

Received by CMS on 10/30/08

JSS

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Human Rights

Name of Individual Completing Survey: Bobbie Wanzo

Individual's Working Title: Deputy Director

Individual's Phone Number: 312-814-6245

Individual's Mailing Address: 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

Individual's Email Address: bobbie.wanzo@Illinois.gov

1. **As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:**

___ 6 ___ Officials and Managers

___ 18 ___ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

___ 4 ___ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

2. **As of June 30, 2008, 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

___ 18 ___ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

___ 4 ___ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

3. **As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:**

___ 28 ___ Officials and Managers

___101_ Professionals
___3_ Technicians
___0_ Protective Service Workers
___8_ Para-Professionals
___20_ Office and Clerical
___0_ Skilled Craft Workers
___0_ Service-Maintenance

4. **As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:**

___157_____

5. **As of June 30, 2008, 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

6. **Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:**

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-speaking employment program outside of currently established recruiting efforts for bilingual positions.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Department conducts education and outreach for Hispanic and Spanish-speaking bilingual employment as part of its education, training and outreach functions. There is not a separate budget allocation for a Hispanic and Spanish-speaking employment program outside of currently established recruiting efforts for bilingual positions.

However, the Department did receive funding from the U.S. Department of Housing and Urban Development (HUD) to conduct a special housing study for Hispanics. As part of this funding, IDHR was able to hire an individual who is Hispanic and bilingual as the Coordinator of this program.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The IDHR's Chief Legal Counsel is a member of the State's Hispanic Advisory Council, which is charged with monitoring the implementation of the Hispanic Employment Plan by state agencies. In this capacity, the IDHR's Chief Legal Counsel, along with the human resource staff and IDHR EEO Officer, is closely monitoring the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc. in complying with the legislative mandates required.

Additionally, the Chief Legal Counsel continues to coordinate with the Hispanic Lawyers Association of Illinois and IAHSE for the recruitment and hiring of Hispanics as well as advocating the hiring of Hispanics at conferences where the Legal staff attends.

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 IDHR staff and other public entities on Diversity Awareness.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):**

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although a number of staff participate, there is a staff person dedicated to community relations and outreach, and one of the duties with respect to outreach is the minority diversity program and as part of this program, the staff person works to identify potential candidates for employment with the Department of Human Rights.

In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, and conferences, job fairs and partnerships with community organizations, etc., such as -

- *Governor's Statewide Community Relations Outreach for New Americans Initiative, conducted in Rockford and in Chicago's Douglas Park*
- *Partnership with the Illinois Department of Employment Security, Chicago Workforce Project, to recruit at job fairs in Melrose Park and Chicago (Garfield, Kennedy College, and Columbus Park)*
- *Partnership with the CMS' Diversity Enrichment Program staff, in job fairs at colleges and universities, and other organizations:*
 - *Chicago State University*
 - *DePaul University*
 - *South Suburban College*
 - *Northeastern Illinois University*
 - *Morton College*
 - *Olive Harvey College*
 - *University of Illinois-Chicago*
 - *Roosevelt University*
 - *Prairie State College*
 - *Wright College*
 - *Holy Ministries Church (south Chicago)*
- *Participated in conferences, workshops, seminars, festivals, parades, etc.-*
 - *IAHSE - IL Association of Hispanic State Employees*
 - *USHLI - United States Hispanic Leadership Institute*
 - *IAMG - IL Assoc. of Minorities in Government*
 - *IACOMMA - Illinois Association of Agencies and Community Organizations for Migrant Advocacy*
 - *Illinois Hispanic Chamber of Commerce*
 - *Committee for the Integration of Latinos with Disabilities (CILD)*
 - *Festivals*
 - *Mexican Independence Day Parades/Festivals (Cicero and Chicago)*
 - *Puerto Rican Day Parade (Chicago)*

- *Columbus Day Parade (Chicago)*
- *Fiesta South of the Border festival (Woodstock)*
- *Humboldt Park HOPEFEST*
- *Little Village "A Taste of New Life" Festival*
- *Rockford LULAC Council*
- *Mexican Consulate "Semana de Derechos Laborales" (Worker's Rights)*
- *Participated in job and/or health fairs covering various counties sponsored by state and local officials -*
 - Cook*
 - Will*
- *Participated in TEAM ILLINOIS Strategic Planning Committee meetings for State of Illinois outreach to the Aurora community*
- *Participated in the National Museum of Mexican Art's Latino Forum (Chicago)*
- *Participated in networking with various organizations:*
 - *Mujeres Latinas in Action*
 - *Proviso Leyden Council for Community Action*
 - *Near Northwest Neighborhood Network/Humboldt Park Empowerment Partnership (Housing Action Team)*
 - *Illinois Migrant Council*
 - *Latina Style Magazine*
 - *Progress Center for Independent Living (Forest Park)*
 - *Little Village Chamber of Commerce*
 - *Mexican Consulate*
 - *Corazon Community Organization*
 - *Youth Crossroads, Inc.*
 - *Latino Youth School*
 - *LULAC National Housing Commission*
 - *City of Chicago Mayor's Office and Latino Advisory Council*

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The IDHR has a minority diversity program which includes Hispanic and Spanish speaking bilingual recruitment. Although, a number of staff participate, there is a staff person dedicated to education, outreach and training and one of her duties with respect to outreach is the minority diversity program and as part of this program, she works to identify potential candidates for employment with the Department of Human Rights. 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:

- Recruit for specific positions
- Work with Department's Human Resource staff to identify specific opportunities for Spanish-speaking positions
- Establish relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers
- Ensure that individuals are aware of job vacancies

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

1. The IDHR Human Resource staff meet with the IDHR Director to review the Department's staffing pattern and strategy for Hispanic and Bilingual employees.
2. IDHR encourages its Hispanic employees to participate in the Illinois Association of Hispanic Employees (IAHSE), which provides educational and professional development of Latino 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.

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

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 IDHR EEO/AA Officer and Personnel 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.

e) Recommendations provided by DHR, CMS or the Auditor General:

The Department staff continues to work closely with CMS' Bureau of Personnel on the hiring and promotion monitoring process, diversity programs and recruitment efforts.

IDHR staff work closely with CMS to ensure that they (CMS) do not process a hire or promotion unless the hiring or promotion monitor has been completed and submitted with the hire or promotion transaction.

10. **Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:**

The Illinois Department of Human Rights is again excited to report that we currently do not have underutilization of Hispanic employees in any of the EEO categories. Although, there is always an opportunity to improve, the Department proudly reports that as of June 30, 2008, 19% of its headcount was Hispanic. Additionally, over 18.7% of our authorized headcount has the Spanish speaking bilingual option.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No, however, the Department continues to focus on providing quality service to its Spanish only speaking customers by hiring staff that are able to communicate in Spanish.

11. **Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.**

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.

Please attach additional sheets as necessary.

Received by CMS on _____

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Human Services

Name of Individual Completing Survey: Elizabeth Sarmiento

Individual's Working Title: Director of the Office of Human Resources

Individual's Phone Number: 312.793.2352

Individual's Mailing Address: 401 S. Clinton Street, Chicago, IL

Individual's Email Address: Elizabeth.Sarmiento@Illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

52 Officials and Managers
484 Professionals
113 Technicians
11 Protective Service Workers
45 Para-Professionals
87 Office and Clerical
1 Skilled Craft Workers
35 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

1104 Officials and Managers
6069 Professionals
4456 Technicians
153 Protective Service Workers
644 Para-Professionals
961 Office and Clerical
242 Skilled Craft Workers
1075 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

14,704

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

There is no specific budget allocation, however it would be funded on an as needed basis.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

There is no specific budget allocation, however it would be funded on an as needed basis.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Disseminate to all entities and monitor throughout the year.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Increased attendance at Hispanic/Latino targeted events; Cultivated new recruitment referral relationships with Latino driven local newspaper(s); Partnered with Hispanic/Latino Community-Based Organizations (CBO); developed Hispanic/Latino driven High School Recruitment Plan; created e-blasts targeted at Hispanic/Latino CBO's; developed Spanish language recruitment materials; Identifying appropriate Hispanic/Latino driven job posting boards. Employment Information and links to BRS programs and services has been added to the DHS home page.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Increased Hispanic/Latino recruitment; SS option highlighted in all recruitment materials and public presentations.

- c) Promotional programs that provide Hispanic/Latino employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic/Latino employees:

The bureau of training and development is in the process of producing a workshop for Hispanic/Latino employees. The workshop will provide information and understanding on the bidding process, bilingual pay, classification, the interview process and interviewing skills. It will also include application and enhancement activities on leadership styles, the role and image of a leader, developing relationships, organizational culture and setting goals. Employees of DHS are encouraged to take advantage of the current courses offered by the bureau and apply for tuition reimbursement that will supplement their college education.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

With Supervisory review, BRS Interviewing Staff completes Hiring and/or Promotion Monitors for all vacancies filled, first seeking signature approval from the Bureau of Civil Affairs, followed by DHS Secretary approval. Periodic informational and staff meetings take place for training and/or evaluation of procedures.

- e) Recommendations provided by DHR, CMS or the Auditor General:

No recommendations were received from these entities.

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Hiring and Promotion Monitor forms allow us to track performance toward reaching Affirmative Action goals in the EEO category of "Hispanic". To the extent possible, the agency attempts to recruit and hire Hispanic/Latino candidates in the EEO categories where underutilization exists. With the exception of the "Technician" category, where the "Mental Health Technician" series of titles exists, the agency has been successful in hiring candidates in this EEO category.

Were there any increases in those levels from the prior year? If so, please provide specific details.

As a result of Senate Bill 783, IDHS increased the number of bi-lingual employees by 148 staff.

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

DHS plans to host an Employment Open House with a majority of the advertising being done in the Hispanic/Latino Community. Identify and encourage more

Hispanic/Latinos that do not speak Spanish to apply for DHS positions. These are normally the second and third generation American-Born children of native speakers. Create a Latino based referral program to increase Diversity awareness. Develop more CBO partnerships. Create PSA titles to encourage more Latino's to consider state service. Offer Spanish classes for DHS employees.

Please attach additional sheets as necessary.

Received by CMS on _____

~~2008 OCT 14 A 9:50~~

State Hispanic Employment Plan Survey 2009

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ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: IL State Board of Investment

Name of Individual Completing Survey:

Katherine A. Spinato

Individual's Working Title:

Deputy Executive Director

Individual's Phone Number:

312.793.5711

Individual's Mailing Address:

180 N. LaSalle Street, Suite 2015 Chicago, IL 60601

Individual's Email Address: kspinato@mail.state.il.us

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

0
There are no bilingual positions due to the size of the Agency.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Efforts will be made to comply wit the Hispanic Employment Plan, including recruiting efforts; hiring is minimal due to size of the Agency. During FY 2008, there was an internal promotion from the Clerical to Professional in the Hispanic category.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
During FY 2008, there was an internal promotion from the Clerical to Professional in the Hispanic category.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

NA

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

NA

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

EE Officer is involved in all employment and hiring matters and decisions.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

NA

Were there any increases in those levels from the prior year? If so, please provide specific details.

None

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Only 10 employees in Agency – very limited opportunities.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08
J.F.A.

**State Hispanic Employment Plan Survey
2009**

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Juvenile Justice

Name of Individual Completing Survey: April Green

Individual's Working Title: Human Resource Specialist

Individual's Phone Number: 217-557-1030

Individual's Mailing Address: Department of Juvenile Justice
707 N. 15th Street
Springfield, IL 62702

Individual's Email Address: April.Green@doc.illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

___2___ Officials and Managers
___45___ Professionals
___1___ Technicians
___0___ Protective Service Workers
___1___ Para-Professionals
___0___ Office and Clerical
___2___ Skilled Craft Workers
___6___ Service-Maintenance

2. As of June 30, 2008, 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
___0___ Office and Clerical
___0___ Skilled Craft Workers
___0___ Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

54 Officials and Managers
923 Professionals
25 Technicians
0 Protective Service Workers
24 Para-Professionals
31 Office and Clerical
39 Skilled Craft Workers
87 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,183 _____

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The budget allocation for Hispanic Employment programs and Bilingual programs are funded through the Department of Corrections as a Shared Service.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The budget allocation for Hispanic Employment programs and Bilingual programs are funded through the Department of Corrections as a Shared Service.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Recruiters have participated in job fairs and recruitment activities that target Hispanics that are sponsored by IAHSE, the Hispanic Caucus and individual legislators, as well as other. We also attend Hispanic conferences to encourage participants to apply for jobs at the Illinois Department of Corrections. Recruiters are also trained to focus on underutilization for areas

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Recruitment Training for IDOC recruiters, hosting IDOC days in legislative districts, attending Hispanic conferences, and recruitment fairs and providing IDOC's action plan for the state Hispanic Employment plan.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

When filling vacancies, an assessment of the need for bilingual qualifications is done, and if bilingual needs are determined to be present the position is backfilled with a bilingual option.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Staff opportunities for promotion exist within negotiated Contractual Filling of Vacancies language.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

With each recommendation for hire, promotion, or transfer across geographical region or job category, a Hiring and Promotional Monitor is submitted and approved by the agency EEO Officer, prior to any commitments being made to fill the position.

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

N/A

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The agency continues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Labor

Name of Individual Completing Survey: Melissa Lange

Individual's Working Title: Personnel Manager/EEO Officer

Individual's Phone Number: (217) 782-3049

Individual's Mailing Address: One West Old State Capitol Plaza, Springfield, IL 62701

Individual's Email Address: melissa.lange@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 0 Officials and Managers

 4 Professionals

 4 Technicians

 Protective Service Workers

 2 Para-Professionals

 2 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 2 Professionals

 4 Technicians

 Protective Service Workers

 1 Para-Professionals

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 11 Officials and Managers

 31 Professionals

 26 Technicians

 Protective Service Workers

 9 Para-Professionals

 10 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's: 81

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

 0 Officials and Managers

 0 Professionals

 0 Technicians

 Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Department did not have funds available in FY08 for Hispanic Employment Programs, however \$19,150 was allocated for bilingual (Spanish-speaking option) positions. The Department will begin determining the appropriate level of funding for Hispanic Employment positions for FY10.

7. Provide FY09 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Department's FY09 budget is unable to fund Hispanic Employment Programs, but has budgeted \$22,831 for bilingual (Spanish-speaking option) positions.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Each year the EEO Officer informs the agency head of the agency's underutilization in each hiring category. When hiring opportunities become available, the EEO Officer informs the administrative staff who are responsible for conducting the interviews of the underutilization so that increased efforts are made to address underutilization in the vacant category.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Department utilizes Hispanic/Spanish-speaking employees to attend job fairs in Latino communities throughout the State. The Department's Hispanic representatives also conduct outreach events at community-based organizations such as churches, colleges and community and social service centers.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Department utilizes the same strategies as described in 9(a).

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Department currently employs twelve (12) Spanish-speaking employees to meet the needs of our Spanish-speaking clients. The agency does not have underutilization of Hispanics in any EEO category, however an additional Spanish-speaking position has been created and will be filled during FY09.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The agency's EEO Officer and agency head monitor the hiring selections and submit the required Hiring and Promotion Monitors with new hire or promotion transactions.

- e) Recommendations provided by DHR, CMS or the Auditor General:
No recommendations have been received.

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Currently, 15% of the agency's employees are Hispanic and 10% are utilized in Spanish-speaking bilingual positions.

Were there any increases in those levels from the prior year? If so, please provide specific details.

The number of Spanish-speaking bilingual positions remained the same during FY08.

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Please attach additional sheets as necessary.

Received by CMS on _____

2008 OCT 31 A 9:41

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: IL Educational Labor Relations Board

Name of Individual Completing Survey: Renee Strickland

Individual's Working Title: Personnel Director/Office Manager

Individual's Phone Number: 312/793-3170

Individual's Mailing Address: 160 North LaSalle St., Suite N-400, Chicago, IL 60601

Individual's Email Address: renee.strickland@illinois.gov

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

- 6 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

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 13 employees

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

Not at this time

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No allocation

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

all hiring criteria is reviewed for compliance with the Hispanic Employment Plan.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

a Open recruitment, attendance of agency representative at the Annual Hispanic State Employees Training conference/ job fair.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

None

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

thorough monitoring of the affirmative action
plan with the Executive Director

- e) Recommendations provided by DHR, CMS or the Auditor General:

No recommendations.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

no studies

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

When employment opportunities arise we will advise the

IL Association of Hispanic State Employees Organization of

such opportunities with the Educational Labor Relations Board.

Please attach additional sheets as necessary.

Received by CMS on 10/10/08
J.F.A.

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

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Bureau of Personnel/Division of Statewide Services
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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Labor Relations Board

Name of Individual Completing Survey: Carla Stone

Individual's Working Title: Personnel Manager

Individual's Phone Number: 312/793-6426

Individual's Mailing Address: 160 N LaSalle, S-400, Chicago, 60601

Individual's Email Address: stone@ilrb.state.il.us

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

 1 Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

_____ Officials and Managers

 1 Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 1 Officials and Managers

 15 Professionals

 Technicians

 Protective Service Workers

 3 Para-Professionals

 1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 20

5. As of June 30, 2008, provide the underutilization for Hispanics by category: 0

 Officials and Managers

 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

- 6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

N/A

- 7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

- 8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
Appropriate staff is updated via e-mail, personnel officer meetings or memos from CMS

- 9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with Hispanic legal associations

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: We hired a Spanish-Speaking attorney to satisfy the agency's need to handle all Spanish speaking inquiries from the public.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The agency's Hispanic Board member participates and represents this agency at the Hispanic State Employee Job Fair/ Training Conference

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
CMS transaction division will not process any new hire or promotion without completing and submitting this form

- e) Recommendations provided by DHR, CMS or the Auditor General:
None

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: **The agency hired a Spanish speaking attorney in 2006.**

Were there any increases in those levels from the prior year? If so, please provide specific details. **No**

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Please attach additional sheets as necessary.

Received by CMS on 2008 OCT -8 A 9:54

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Law Enforcement Training and Standards Board

Name of Individual Completing Survey: Luann Hickman

Individual's Working Title: EEO Officer

Individual's Phone Number: 217/782-4540

Individual's Mailing Address: 600 South 2nd Street Springfield, IL 62704-2542

Individual's Email

Address: luann.hickman@illinois.gov

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

5 Officials and Managers

13 Professionals

0 Technicians

0 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

20

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

5 Officials and Managers

8 Professionals

0 Technicians

0 Protective Service Workers

3 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized. No, the Board has not established a budget for Bilingual programs. The Board does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services have been made. The situation is being closely monitored for the need of bilingual services.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

The Board does not allocate a budget separate from the general budget for Hispanic Employment Programs because the agency is fully utilized. No, the Board has not established a budget for Bilingual programs. The Board does not service the general public. The agency services local governmental agencies and to date zero requests for bilingual services have been made. The situation is being closely monitored for the need of bilingual services.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Board utilizes the hiring and promotion monitor provided by DHR. The Executive Director is proactive and follows legislative mandates. All administrative staff responsible for hiring, interviewing, recruitment and EEO are aware of and comply with all the legislative mandates of the Hispanic Plan. The staff members that conduct interviews have also attended Rutan Training.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The agency is fully utilized.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: The Board does not serve the general public. The agency serves local governmental agencies and to date zero requests for bilingual services have been made. The situation is being closely monitored for the need of bilingual services.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: The Board's Hispanic employee is a member AFSCME and has the opportunity to participate in the Upward Mobility Program. The Board does not serve the general public and to date zero requests for bilingual services have been made.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: The agency reviews the Hiring and Promotion Monitors to assure all of the mandates are met.

- e) Recommendations provided by DHR, CMS or the Auditor General: The Board is fully utilized. Hispanic Employment Program recommendations were not made.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: The Board is fully utilized.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The Board is fully utilized and intends to maintain the diversity of the staff as opportunity permits. Approximately half of the professional positions are highly specialized with a very limited potential employee pool.

Please attach additional sheets as necessary.

Received by CMS on 10/29/08

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State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Medical District Commission

Name of Individual Completing Survey: Mark S. Jamil

Individual's Working Title: Director of Corporate & External Affairs

Individual's Phone Number: (312) 633-3434 X 31

Individual's Mailing Address: 600 S Hoyne Avenue, Chicago, IL 60612-3756

Individual's Email Address: mjamil@imdc.org

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

 2 Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories: **Not Applicable**

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories: **Not Applicable**

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

7

5. As of June 30, 2008, provide the underutilization for Hispanics by category:
We have no underutilization

_____ Officials and Managers

_____ Professionals

_____ Technicians

_____ Protective Service Workers

_____ Para-Professionals

_____ Office and Clerical

_____ Skilled Craft Workers

_____ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The IMDC does not receive a State of Illinois General Revenue Fund appropriation. As such there is no separate budget allocation.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

See above

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Not Applicable

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Not Applicable

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Not Applicable

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Not Applicable

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Not Applicable

- e) Recommendations provided by DHR, CMS or the Auditor General:

Not Applicable

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Not Applicable

Were there any increases in those levels from the prior year? If so, please provide specific details.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Not Applicable

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2008

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Wednesday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Military Affairs

Name of Individual Completing Survey: Ruth Moenck

Individual's Working Title: Human Resources Rep, Asst EEO/AA Officer

Individual's Phone Number: 217-761-3633

Individual's Mailing Address: 1301 N. MacArthur Blvd, Springfield, IL 62702

Individual's Email Address: ruth.moenck@us.army.mil

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 0 Officials and Managers

 0 Professionals

 0 Technicians

 1 Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 3 Service-Maintenance

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 6 Officials and Managers

 42 Professionals

 10 Technicians

 63 Protective Service Workers

 3 Para-Professionals

 6 Office and Clerical

 8 Skilled Craft Workers

 94 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 232

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No budget allocation

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No budget allocation

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

DHR Training and internal monitoring for management and staff of State Personnel Office and EEO Training, as applicable for Federal employees through IL National Guard Human Resources Office and State Personnel Office monitoring of procedures.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Plan to meet with CMS Diversity Enrichment Program Director

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The primary mission of this agency is to provide support to the IL National Guard as an organization and bilingual needs of individuals within the IL National Guard are met by military personnel within that organization. Therefore, no strategies have been implemented.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The primary mission of this agency is to provide support to the IL National Guard as an organization and bilingual needs of individuals within the IL National Guard are met by military personnel within that organization.

The agency currently has no employees who speak only Spanish.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Asst EEO/AA Officer completes the appropriate Hiring or Promotion Monitor form which is forwarded to selecting official(s) prior to any interviews being conducted. Asst EEO/AA Officer then ensures all forms are completed thoroughly and accurately and are signed by the Director and EEO/AA Officer prior to any offer of employment.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None to date

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Agency does not directly serve the public, does not require Spanish-speaking bilingual persons and does not employ a large enough workforce to have a dedicated Latino or Hispanic recruitment office. Therefore, the Agency does not routinely conduct studies on those hires, however success in hiring Hispanic employees is monitored in the course of compiling quarterly and annual Affirmative Action reports for DHR.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No increases.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

No suggestions at this time.

Please attach additional sheets as necessary.

Received by CMS on _____

1 2008 OCT 21 A 11:06

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Natural Resources

Name of Individual Completing Survey: Gloria Helms

Individual's Working Title: EEO Officer

Individual's Phone Number: 217-782-2662

Individual's Mailing Address: One Natural Resources Way Springfield, Illinois 62702

Individual's Email Address: Gloria.Helms@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within Each of the following EEOC categories:

 2 Officials and Managers

 3 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 Officials and Managers

 1 Professionals

 Technicians

 Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within Each of the following EEOC categories:

230 Officials and Managers
434 Professionals
49 Technicians
157 Protective Service Workers
59 Para-Professionals
43 Office and Clerical
18 Skilled Craft Workers
243 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

1233 Full-Time, 304 Part-Time, 28 LOA, 1565 Total

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:
_No__
7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
_N/A__
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Director of IDNR encourages compliance with the Hispanic Employment Plan. In conjunction with the Division of Human Resources, the Office of Compliance, Equal Employment Opportunity, and Ethics is committed to recruitment and networking activities conducive to identifying, hiring and promoting qualified Hispanics.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
- IDNR is striving to exceed its Affirmative Action goals with an increased effort to network with professional minority organizations such as Illinois Association for Hispanic State Employees (IAHSE), Hispanic Alliance for Career Enhancement (HACE), National Association for the Advancement of Colored People (NAACP), and Illinois Association of Minorities in Government (IAMG). IDNR is committed to continue its efforts by participating in associated job-fairs, conferences, and other activities. IDNR continues to inform churches and community based organizations about vacancies regardless of bilingual or non-bilingual status.
- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
- As postings become available at the IDNR, the Office of Compliance, EEO and Ethics reviews the job posting to determine whether a qualified candidate's information is in the recruitment files. At which time the potential candidate is contacted to verify interest in the posted position. This process is in place for all underutilization positions.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

IDNR encourages all employees to participate in its Technical Computer Training Program, Upward Mobility Program, Tuition Reimbursement Program, as well as conferences and seminars which enhances the level and importance of training, education, and promotional needs of its Hispanic employees. The IDNR consistently invites all Hispanic employees to attend the annual training conference of the Illinois Association of Hispanic State Employees (IAHSE).

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The IDNR EEO Officer receives and reviews all hiring and promotion monitors prior to them receiving the Director's signature. IDNR hiring operatives are held accountable to ensure that protective classes receive appropriate opportunities to gain employment at IDNR.

- e) Recommendations provided by DHR, CMS or the Auditor General:

In accordance with DHR and CMS recommendations, hiring and promotion monitors are kept in the quarterly EEO file maintained in the Office of Compliance, EEO and Ethics. The number of qualified minorities that apply for a position are noted on the hiring monitors. On occasions where the minority is not hired, documentation is provided detailing the reason(s) the non-minority applicant was selected.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

IDNR currently has one bilingual professional in Kankakee County who is a Natural Resources Specialist.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The IDNR actively recruits minorities to participate in the application and testing process and promotes the attendance of the various job fairs and conferences that target underutilized populations. Additionally, we should be identifying ways to reach out to youth of underutilized populations with programs that will expose them to career paths that may lead to IDNR.

Please attach additional sheets as necessary.

Received by CMS on 10/31/08 *jsa*

State Hispanic Employment Plan Survey 2008

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Pollution Control Board

Name of Individual Completing Survey: Jim Lippson

Individual's Working Title: Human Resources Manager

Individual's Phone Number: (217) 782-7499

Individual's Mailing Address: 1021 Nortg Grand Avenue East, PO Box 19274,
Springfield, Illinois 62794-9274

Individual's Email Address: lippsonj@ipcb.state.il.us

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:
 - 0 Officials and Managers
 - 0 Professionals
 - 0 Technicians
 - N/A Protective Service Workers
 - 0 Para-Professionals
 - 0 Office and Clerical
 - N/A Skilled Craft Workers
 - N/A Service-Maintenance

2. As of June 30, 2008, 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
 - N/A Protective Service Workers
 - 0 Para-Professionals
 - 0 Office and Clerical
 - N/A Skilled Craft Workers
 - N/A Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:
 - 0 Officials and Managers
 - 3 Professionals
 - 0 Technicians
 - N/A Protective Service Workers
 - 1 Para-Professionals
 - 0 Office and Clerical
 - N/A Skilled Craft Workers
 - N/A Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's: 21

5. As of June 30, 2008, provide the underutilization for Hispanics by category:
 - 0 Officials and Managers
 - 0 Professionals
 - 0 Technicians
 - N/A Protective Service Workers
 - 0 Para-Professionals
 - 0 Office and Clerical
 - N/A Skilled Craft Workers
 - N/A Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs: No.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): None.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Board has a very small staff. For coded positions, we attempt to combine the mandates of Veterans Preference in conjunction with the mandates under the Hispanic Employment Plan. For non-coded positions, we strive to select Hispanic candidates as much as possible.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan): As noted, the Board is a very small Agency; therefore, we hire a very small amount of employees annually, if any. As such, the Board does not participate in any of the strategies mentioned above. We basically follow the procedures described in question #8 (above), for increasing the number of Hispanic employees at the Board.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Annually, the Board evaluates the number of public requests for copies of documents from the Board's Clerk's Office. At this time, we have had no requests for bilingual services. Should such services to the public be required, we would reassess our needs.

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: None.

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: See question #8 (above).

e) Recommendations provided by DHR, CMS or the Auditor General: None.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: None.

Were there any increases in those levels from the prior year? If so, please provide specific details. No.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. None.

Please attach additional sheets as necessary. None.

Received by CMS on _____

2008 OCT 15 P 1:45

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: ✓ Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Prisoner Review Board

Name of Individual Completing Survey: Nichole Damhoff

Individual's Working Title: Administrative Assistant II

Individual's Phone Number: 217-782-7273

Individual's Mailing Address: 319 E. Madison, Suite A, Springfield, IL 62701

Individual's Email Address: Nichole.Damhoff@Illinois.gov

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 18

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
Participating in the EEO training, keeping up to date on rule and regulations and attending Personnel Manager's monthly meetings for latest updates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
Creating of bilingual positions.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: Creating of bilingual positions.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Upward Mobility, computer training and self development courses offered by Central Management or other state agencies.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Proper training and classes offered by CMS.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

To continue to increase the bilingual positions within our agency as budget constraints allow for our agency.

Please attach additional sheets as necessary.

Received by CMS on 10/17/08 *YJA*

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Property Tax Appeal Board (PTAB)

Name of Individual Completing Survey: Becky Moody

Individual's Working Title: Fiscal Officer

Individual's Phone Number: 217-557-0122

Individual's Mailing Address: 402 Stratton Building, Springfield, IL 62706

Individual's Email Address: becky.moody@illinois.gov

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 9 Officials and Managers

 9 Professionals

 0 Technicians

 0 Protective Service Workers

 0 Para-Professionals

 3 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 21

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

Staff has been provided with a copy of the Hispanic Employment Plan

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

N/A

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Had the PTAB received any telephone inquiries from any Spanish-speaking individuals we would have utilized the CMS Translation and Interpretation master contract. No such inquiries were received in FY08.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

- 10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The PTAB currently has no Hispanic or Spanish-speaking bilingual persons.

Were there any increases in those levels from the prior year? If so, please provide specific details.

N/A

- 11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Please attach additional sheets as necessary.

Received by CMS on 10/29/08

8.40

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Public Health

Name of Individual Completing Survey: Robin A. Tucker-Smith

Individual's Working Title: EEO/AA Officer

Individual's Phone Number: (312) 814-1041

Individual's Mailing Address: 122 S. Michigan Ave. 20th Flr., Chicago, IL 60603

Individual's Email Address: robin.tucker@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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
7 Professionals
0 Technicians
0 Protective Service Workers
3 Para-Professionals
10 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

 331 Officials and Managers

 601 Professionals

 36 Technicians

 0 Protective Service Workers

 56 Para-Professionals

 98 Office and Clerical

 2 Skilled Craft Workers

 11 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 1,135

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

 0 Officials and Managers

 4 Professionals

 0 Technicians

 0 Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:
No, however, all projects are sufficiently funded through the IDPH Center for Minority Health and Office of Human Resources budget allocation
7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
Projects are funded through IDPH Center for Minority Health Services and the Office of Human Resources budget allocation.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The EEO Officer, Office of Human Resources and Center for Minority Health provide information to Director's Senior Staff regarding mandates. Managers ensure appropriate dissemination and compliance. Additionally, the EEO Officer carefully monitors hire and promotion monitor forms prior to the hiring decision.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
 - Increase number of Hispanics in professional positions within agency. Increase the number of Hispanic Rutan Certified employees.
 - Reclassify additional titles to include the Spanish Speaking option in underutilized regions.
 - Participate in additional job/health fairs marketed to the Hispanic/Latino population.
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
IDPH's Limited English Proficient Task Force has developed an agency directive to address the direct service needs of the Spanish-speaking public and to ensure adequate staffing levels. IDPH works with the CMS Diversity Enrichment Program to recruit candidates.
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Eligible staff met with CMS's Upward Mobility Counselors AT IDPH offices to discuss career advancement and goals.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
Our Human Resources Office guides hiring managers and other appropriate staff to ensure our compliance.
- e) Recommendations provided by DHR, CMS or the Auditor General:
The H. Department of Human Rights liaison has made recommendation to our agency on the completion of the Hire and Promotion Monitor Forms. Central Management Services' Diversity Enrichment Program has provided assistance with the recruitment of underutilized staff.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

- **IDPH increased its Hispanic/Latino workforce by 23% in FY08**

	<u>FYO7</u>	<u>FY08</u>
Officials/Mgrs	10	10
Professionals	10	13
Technicians	1	1
Para-Professionals	1	4
Office/Clerical	6	8
Skilled Craft Workers	0	0
Service/Maintenance	1	1

- **Employees receiving bi-lingual Spanish pay more than doubled from the prior year (from 11 to 25).**
- **There was a significant decrease in Hispanic underutilization (from 11 in FY07 to 4 in FY08).**

	<u>FYO7</u>	<u>FY08</u>
Officials/Mgrs	0	0
Professionals	10	4
Technicians	1	0
Para-Professionals	0	0
Office/Clerical	0	0
Skilled Craft Workers	0	0
Service/Maintenance	0	0

Were there any increases in those levels from the prior year? If so, please provide specific details.

Hispanic employment #'s from FY05, FY06, FY07, FY08 are as follows:

FY05 – 21 employees

FY06 – 28 employees

FY07 – 29 employees

FY08 - 37 employees

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
IDPH continues to work closely with and enhance relationships with Hispanic professional and community-based organizations; support from our senior staff has contributed to the increased diversity in our workforce.

Received by CMS on _____

2008 NOV -3 A 10:42

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Department of Revenue

Name of Individual Completing Survey: Ruby Taylor

Individual's Working Title: Equal Employment Opportunity Officer

Individual's Phone Number: 217-524-9210

Individual's Mailing Address: 101 West Jefferson – Mail Code 5-500 Springfield, IL

Individual's Email Address: Ruby Taylor @illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

 5 Officials and Managers

 17 Professionals

 6 Technicians

 0 Protective Service Workers

 2 Para-Professionals

 3 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

 4 Officials and Managers

 8 Professionals

 5 Technicians

 0 Protective Service Workers

 1 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

294 Officials and Managers

1,231 Professionals

173 Technicians

2 Protective Service Workers

144 Para-Professionals

180 Office and Clerical

10 Skilled Craft Workers

10 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,135

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

0 Officials and Managers

20 Professionals

0 Technicians

0 Protective Service Workers

0 Para-Professionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

There are no specific allocations for Hispanic and Spanish-speaking bilingual programs.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

See above.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Department of Revenue staff is routinely updated on new legislative mandates and receives appropriate training in their respective areas of responsibility. In addition, CMS routinely conducts personnel meetings to discuss the implementation of new rules and procedures dealing with personnel issues. And the EEO Officers must sign all hiring and promotion monitors.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Recruitment staff works the promotional and open-competitive list to identify well qualified applicants, and ensure that applications are evaluated on the basis of pre-established criteria.

When appropriate, the Personnel Manager will use the affirmative hiring initiative to skip the highest scoring candidates in order to hire a minority candidate.

The Shared Services Recruitment Staff participated in several job fairs across the state hoping to make contact with Latina and other minority organizations to assist in the recruitment of Auditors and Revenue Tax Specialists Trainees.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Promote increase recruitment of bilingual employees with pay incentives as needed.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

There is no specific structure outside of the normal CMS programs and process geared exclusively toward Hispanic employees.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The Recruitment and Selection staff and the EEO Officer met several times to work out a procedure that implements the Hiring and Promotion requirements. All new hires are trained in the process.

- e) Recommendations provided by DHR, CMS or the Auditor General:

The Department of Revenue has no record of recommendations provided by CMS or the Auditor General regarding the Hiring and Promotion Monitor. Exception: If a CMS-2 transaction is sent to CMS without the proper Monitor or signature affixed or it is incorrect, CMS will return the transaction for correction.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

During the time period of July 1, 2007 through June 30, 2008, the Department of Revenue hired 4 Hispanics.

Were there any increases in those levels from the prior year? If so, please provide specific details.

There were no increases from last year.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The Department of Revenue would like to encourage Hispanic organizations to encourage their membership to get their names on the CMS eligible list.

Please attach additional sheets as necessary.

Received by CMS on 1 2008 OCT 31 A 9 39

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Office of the Illinois State Fire Marshal

Name of Individual Completing Survey: Robin Earl

Individual's Working Title: Administrative Assistant to the Deputy Director

Individual's Phone Number: 217-558-6743

Individual's Mailing Address: 1035 Stevenson Drive, Springfield, Illinois 62703

Individual's Email Address: robin.earl@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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
- 1 Professionals
- 0 Technicians
- 0 Protective Service Workers
- 0 Para-Professionals
- 1 Office and Clerical
- 0 Skilled Craft Workers
- 0 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

29 Officials and Managers
66 Professionals
26 Technicians
14 Protective Service Workers
3 Para-Professionals
9 Office and Clerical
0 Skilled Craft Workers
2 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

149

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

The OSFM did not specifically budget for Hispanic programs in FY08, but we were able to redirect money for translating publications and some other related projects.

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

For FY08, Latino program costs are included in our internal allocation for Public Education, and we continue to utilize our printing budget for bi-lingual publications.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

All management staff responsible for hiring, interviewing, recruitment, and EEO is instructed of the initiative to eliminate the underutilization of Hispanic persons employed within OSFM. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The plan is reviewed by the panel prior to interview and selection of candidates.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

Applicable job postings are not only posted on the state-wide job posting system, but they are also posted on the OSFM website; e-mail "blasts" to all fire departments in the state are sent with job posting information; for recruitment efforts, all job postings are forwarded to the Illinois Latino Coalition for Prevention networks.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Re-classification of current vacancies of office and field positions in applicable areas as Spanish-Speaking bi-lingual is on-going.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Upward Mobility (AFSCME) and Tuition Reimbursement is available as well.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

All management staff responsible for hiring, interviewing, recruitment, and EEO is instructed of the initiative to eliminate the underutilization of Hispanic persons within OSFM. All responsible persons have been distributed a copy of the Hispanic Employment Plan. The plan is reviewed by the panel prior to interview and selection of candidates.

- e) Recommendations provided by DHR, CMS or the Auditor General:

None

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

Many Hispanics applying for positions receive "A" grades from CMS; however, they are showing up on the "Open Competitive" lists and are blocked by "A" grade Veterans. Changes to positions to include Spanish Speaking bi-lingual requirements do not always guarantee the bi-lingual person is Hispanic. The OSFM will continue in our attempts.

Were there any increases in those levels from the prior year? If so, please provide specific details.

Yes. The OSFM increased the number of Hispanics employed within the Officials and Managers category by one. Management studied the ethnic origins of personnel and an increase was made in order to accurately reflect the actual number of employees within the category.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The OSFM recommends the re-classification of additional positions and on-going recruitment in the Hispanic community.

Please attach additional sheets as necessary.

Received by CMS on

2008 OCT 31 A 10 10

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois State Police

Name of Individual Completing Survey: Ms. Suzanne L. Y. Bond

Individual's Working Title: EEO Program Manager

Individual's Phone Number: (217) 782-1282

Individual's Mailing Address: 3700 E. Lake Shore Dr., Springfield, IL 62718-8639

Individual's Email Address: Suzanne_Yokley-Bond@isp.state.il.us

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

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

* Additionally, the Illinois State Police employs 80 Spanish-speaking sworn officers who are entitled to a minimum of 2 hours of overtime when they are called upon to offer this service to our Spanish-speaking citizens.

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

182 Officials and Managers

705 Professionals

766 Technicians

1366 Protective Service Workers

130 Para-Professionals

288 Office and Clerical

9 Skilled Craft Workers

31 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

3,477

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

-1 Officials and Managers

-5 Professionals

-1 Technicians

-4 Protective Service Workers

 Para-Professionals

-1 Office and Clerical

 Skilled Craft Workers

-1 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:
The Illinois State Police Recruitment Section attended 25 career fairs during FY08 to identify and target Hispanic candidates. Although a specific budget allocation was not established, the Illinois State Police spent \$5,080 in fees to attend these recruitment events.
7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
A total of \$5,080 was spent to recruit Hispanic candidates at a variety of career fairs during FY08.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
The Illinois State Police had conducted internal meetings to ensure compliance with the legislative mandates of the Hispanic Employment Plan. Each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to hiring or promotional action being taken.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
See Attachment #1
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:
The Illinois State Police has 80 Spanish-speaking officers available when called upon to offer this service to our Spanish-speaking citizens.
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:
The Illinois State Police offers a Mentoring Program to all employees, which is designed to enhance their opportunity for career advancement.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements: Each work unit within the Illinois State Police must contact the EEO Office for assistance when they are completing Hiring and Promotional Monitors. Additionally, each Hiring and Promotional Monitor is reviewed and approved by the EEO Office and the Director's Office prior to action being taken.
- e) Recommendations provided by DHR, CMS or the Auditor General: The Illinois State Police developed goals for the FY09 Annual Equal Employment Opportunity Plan (see Attachment #2) to recruit qualified minorities for sworn and civilian positions. These goals were approved by the Illinois Department of Human Rights.
10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: During FY08, there were 177 opportunities to hire/promote in underutilized categories of African Americans, Hispanics, Females, Asians and Native Americans; 75 or 42 percent addressed underutilization.
- Were there any increases in those levels from the prior year? If so, please provide specific details.
In FY08, there were 160 less opportunities to hire/promote in underutilized categories. However, there was a 3 percent increase in hiring/promotional opportunities which addressed underutilization.
11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency. The Illinois State Police had developed goals for the FY09 Annual Equal Employment Opportunity Plan (see Attachment #1) to recruit qualified minorities for sworn and civilian positions.

Please attach additional sheets as necessary.

State Hispanic Employment Plan Survey 2009

Attachment 1

1. The Recruitment Section Manager will work with the Illinois State Police Merit Board to identify and target specific minority persons' recruitment sources/forums and ensuring adequate resources are allocated toward these efforts.
2. The Recruitment Section Manager will work with the Illinois State Police Merit Board to ensure applicant pre-testing, remote site testing, and annual testing is available for interested minority applicants on the Internet.
3. The Recruitment Section Manager will work with the Illinois State Police Merit Board to send notification letters to minority applicants for the Pre-testing examination approximately a month prior to the scheduled date.
4. The EEO Program Manager and Recruitment Section Manager will meet semi-annually to review recruitment strategies designed to promote the employment of minority persons and the effectiveness of other recruitment strategies.
5. The Recruitment Section Manager will maintain the ISP website to include our ISP College Student Internship application, so that interested applicants can download the application.
6. The Recruitment Section Manager will develop and maintain a page on Facebook.com on the Internet to disseminate recruitment information and reach additional qualified female and minority youth to participate in our Internship Program.

Received by CMS on _____

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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503 Stratton Office Building
Springfield, IL 62706
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Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois State Police Merit Board

Name of Individual Completing Survey: Melinda G. Gutierrez

Individual's Working Title: Human Resource Officer

Individual's Phone Number: (217) 786-6244

Individual's Mailing Address: 3180 Adloff Lane, Suite 100
Springfield, Illinois 62703

Individual's Email Address: mgutierrez@ispmeritboard.org

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

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

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

 5 _____

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

no
no

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

none
none

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

We are a very small agency total of 5 employees

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

none

Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

none

- b) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

none

c) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

none

e) Recommendations provided by DHR, CMS or the Auditor General:

none

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

none

Were there any increases in those levels from the prior year? If so, please provide specific details.

none

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

none

Please attach additional sheets as necessary.

Received by CMS on
2008 OCT 22 P 2-46

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: STATE EMPLOYEES' RETIREMENT SYSTEM

Name of Individual Completing Survey: Becky Tobias

Individual's Working Title: Human Resources Manager

Individual's Phone Number: (217)785-7018

Individual's Mailing Address: 2101 South Veterans Parkway
Springfield, IL 62794-9255

Individual's Email Address: btobias@srs.state.il.us

1. As of June 30, 2008, 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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

___ 14 ___ Officials and Managers
___ 34 ___ Professionals
___ 8 ___ Technicians
___ 0 ___ Protective Service Workers
___ 13 ___ Para-Professionals
___ 11 ___ Office and Clerical
___ 1 ___ Skilled Craft Workers
___ 0 ___ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

___ 81 ___

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No – N/A

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

N/A

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

N/A

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

N/A

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

N/A

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

Yes, these monitors are completed for each new hire/promotion.

e) Recommendations provided by DHR, CMS or the Auditor General:

N/A. Agency is in compliance.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

N/A – To service our membership of active and retired state employees, the need for bilinguals does not exist. We do not service the general public.

Please attach additional sheets as necessary.

Received by CMS on 11/6/08

930

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Department of Transportation

Name of Individual Completing Survey: Mr. Vincent Rangel and Mr. Scott Doubet

Individual's Working Title: Office of Finance & Admin. and Bureau Chief of Personnel

Individual's Phone Number: 312 793-2966 (VR) and 217 782-4665 (SD)

Individual's Mailing Address: 300 W Adams, suite 200, Chicago, IL 60606
2300 W. Dirksen Pkwy, Springfield Illinois, 62764

Individual's Email Address: Vincent.Rangel@illinois.gov
Scott.Doubet@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

1030 Officials and Managers

1332 Professionals

697 Technicians

0 Protective Service Workers

143 Para-Professionals

102 Office and Clerical

83 Skilled Craft Workers

2002 Service-Maintenance

2. As of June 30, 2008, 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

6 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

1026 Officials and Managers

1319 Professionals

740 Technicians

0 Protective Service Workers

149 Para-Professionals

124 Office and Clerical

84 Skilled Craft Workers

2089 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

5444

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

17 Officials and Managers

24 Professionals

11 Technicians

0 Protective Service Workers

1 Para-Professionals

0 Office and Clerical

1 Skilled Craft Workers

45 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:
There is no direct financing for the FY)* budget allocation specifically for Hispanic or Spanish speaking employment programs, however the Office of Finance & Administration and The Office of Business & Workforce Diversity agencies provide funding for Hispanic Outreach specific to areas of Hispanic hiring, recruitment, and retention.
7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):
The FY08 budget provides funding for programs such as the Hispanic Employment program and the Bilingual (Spanish speaking option) programs with its personnel budget which covers recruitment and hiring. Please review question 8 for FY08 activities that are on-going in our Hispanic initiatives.
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?
- The Bureau of Personnel has the responsibility of preparing the Hiring/Promotion/Transfer Monitor and has adopted the policy that all interviewed positions be submitted to the EEO/AA Officer for occurrence of the selected candidate.
 - Participate with CMS Personnel HR Monthly meetings to keep abreast of all administrative policy updates.
 - Partner with The Office of Business & Workforce Diversity and The Office of Operations & Communications liaisons to increase communication statewide with our legislatures.
 - IDOT's Diversity Council has various high ranking members of each agency to increase the speed of how communication is sent and received.
 - Internal workforce strategies are developed to deal directly with increasing hiring and retention of Hispanics employees statewide.
9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The IDOT Diversity Council is working toward fulfilling the legal and ethical obligations to better service every segment of the population, which addresses IDOT's key areas: Recruitment, hiring, promotion and retention. Also, the lead preparer of the monitors attended the initial training session and is updated periodically by the EEO/AA Officer and CMS. The Hiring/ Promotion/Transfer forms are on IDOT's Master Forms List to ensure consistency.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

IDOT has provided 6 positions specifically for the Bilingual Spanish Speaking Option Highway Maintainer, in District 1, Cook County. All IDOT positions are now distributed in Spanish to all the IDOT yards, CMS, IDES and Veterans offices.

c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

- Provide on-going information about IDOT's Upward Mobility program to all employees statewide.
- IDOT partners with CTA, Metra, RTA, and PACE by sponsoring the Transportation Symposium geared to assisting Disadvantaged Business Enterprise companies.
- IDOT works in partnership with Hispanic organizations which deal with directly assisting communities in establishing businesses with the necessary resources to achieve their respective goals.
- Partnership with the American Association of State Highway and Transportation Officials (AASHTO) to establish the TRAC program which is an educational hands on program that can be used for all K-12 schools statewide whether it be a private, charter, or public school.

d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

The personnel staff at IDOT attends the CMS HR personnel meetings to ensure IDOT is up to date with any and all changes in the HR Policy and procedures. By doing so we are proactively informing appropriate staff statewide about any upcoming changes.

e) Recommendations provided by DHR, CMS or the Auditor General:

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

The Bureau of Chief of Civil Rights (BCR) Mr. Elbert Simon will be monitoring the hiring and promotion process. The BCR will have 7 days to review all documentation and make recommendations to the Bureau Chief of Personnel, Mr. Scott Doubet. In the event of a disagreement the issue will be presented to the Diversity Council and resolved with the committee's input. Final hiring decisions rest on the Chief of Staff.

Were there any increases in those levels from the prior year? If so, please provide specific details.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
1. IDOT will continue to work with the different employment agencies to notify our Illinois citizens of IDOT job opportunities statewide.
 2. IDOT will continue to work with local high schools and colleges of the opportunities available within state government.
 3. IDOT will continue to work with agencies such as IDES to promote the hiring of qualified veterans within the state.

Please attach additional sheets as necessary.

Received by CMS on _____

2008 OCT 14 A 9 53

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

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Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
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Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: **Department of Veterans' Affairs**

Name of Individual Completing Survey: **Jimmie L. Miller**

Individual's Working Title: **EEO/AA Officer**

Individual's Phone Number: **217-557-5667**

Individual's Mailing Address: **833 S. Spring St. P.O. Box 19432 Springfield, IL. 62794**

Individual's Email Address: **Jimmie.Miller@illinois.gov**

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:
 - 1 Officials and Managers
 - 2 Professionals
 - 4 Technicians
 - 1 Protective Service Workers
 - 4 Para-Professionals
 - 0 Office and Clerical
 - 0 Skilled Craft Workers
 - 3 Service-Maintenance

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

53	Officials and Managers
208	Professionals
200	Technicians
20	Protective Service Workers
364	Para-Professionals
44	Office and Clerical
26	Skilled Craft Workers
196	Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's: **1,111**

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs: **No**
7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s): **No**
8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The Deputy Director of Human Resources and the Agency EEO/AA Officer routinely discuss the Hispanic Employment Plan, and reducing the underutilization of Hispanics.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:
 - a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):
The Department sponsored an employment fair, and sent out notifications to Hispanic organizations, as well as developed a link on the State of Illinois Diversity webpage. The Department sends out employment announcements to Hispanic organizations.
 - b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public: **N/A**
 - c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees: **N/A**
 - d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:
The Hiring and Promotion Monitors are reviewed and signed by the EEO/AA Officer, after verifying candidate information from the CMS Eligibility list.

e) Recommendations provided by DHR, CMS or the Auditor General:

DHR has recommended that employment opportunities should be advertised in Hispanic newspapers and magazines.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories: **N/A**

Were there any increases in those levels from the prior year? If so, please provide specific details. **N/A**

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

The underutilization of Hispanics is prevalent in Regions where there is a very low Hispanic population. The Department will continue to promote those Regions as low cost of living communities with excellent schools, and friendly neighbors.

Please attach additional sheets as necessary.

Received by CMS on 2008 OCT 17 P 3:33

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT THE FOLLOWING ADDRESS:

Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: Illinois Workers' Compensation Commission

Name of Individual Completing Survey: Alma Maxey

Individual's Working Title: Human Resource Director / EEO Officer

Individual's Phone Number: (312) 814-6530

Individual's Mailing Address: 100 W. Randolph 8-267, Chicago, IL

Individual's Email

Address: alma.maxey@illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

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

2. As of June 30, 2008, 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

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

___25___ Officials and Managers
___70___ Professionals
___3___ Technicians
___0___ Protective Service Workers
___5___ Para-Professionals
___62___ Office and Clerical
___0___ Skilled Craft Workers
___2___ Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

___167___

5. As of June 30, 2008, 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

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

No

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

No set budget--- Approximately \$6,000.00 will be paid out during FY09

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

This plan is reviewed regularly and interviewing and hiring staff is kept apprised of the Commission's under-utilization categories.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Commission participates in job fairs and other career programs. The contact list Illinois Association of Hispanic State Employees; Illinois Hispanic Chamber of Commerce.

- b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

Currently the Commission has two bilingual / Spanish employees and one investigator position in our Insurance Compliance Division currently vacant, and awaiting approval to post.

- c) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

The Commission directs employees to participate in the Upward Mobility Program. Our employees participates in job fairs and career programs, i.e. the Illinois Association of Hispanic State Employees' annual conference. We also have an Education and Research Division that works to provide training geared to professional and personal development. Also, as part of our supplemental agreement with AFSCME, we cross train employees whenever possible, so that required skill levels can be increased for future use.

- d) How has your agency ensured that all appropriate staff are complying with the new mandatory Hiring and Promotion Monitor requirements:

All promotion and hiring packages are sent to CMS for processing. The appropriate monitor is included in each package. If a package is found to be non-compliant with mandatory Hiring and Promotion Monitor requirements, the transaction is not processed.

- e) Recommendations provided by DHR, CMS or the Auditor General:

There were no recommendations regarding Hispanic employment received from the Department of Human Rights, CMS, or the Auditor General.

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

We monitor the success of our Spanish-speaking employees. Since the establishment of these positions, we have not seen a need to increase the number of bilingual positions in those departments most utilized by the Spanish-speaking public, as 96% of injured employees filing workers compensation claims hire English-speaking legal counsel.

Were there any increases in those levels from the prior year? If so, please provide specific details.

No

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.
Due to State's budgetary restraints, there is no allowance for an increase.

Appendix 4

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed <small># 2</small>	Number of Employees in Bilingual Positions <small># 3</small>	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description <small># 5</small>	Number of Vacancy Notices Posted Requiring Bilingual Skill <small># 6</small>	Number of Employees Appointed to Bilingual Skill Positions <small># 6A</small>	Number of Vacated Positions with Bilingual Skill Requirements Deleted <small># 7</small>	Number of Hispanic Employees Receiving Bilingual Pay <small># 8</small>
	Total Number <small># 1</small>	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance <small># 1B</small>			Number Paid for Bilingual <small># 3A</small>	Daily <small># 3B</small>	Weekly <small># 3B</small>	Monthly <small># 3B</small>	Yearly <small># 3B</small>	Number Not Paid for Bilingual <small># 4</small>					
		15 Min. or Less <small># 1A</small>	16 Min. to 60 Min. <small># 1A</small>	61 Min. to 1/2 Day <small># 1A</small>	1/2 Day or More <small># 1A</small>														
Agriculture	100	50%	25%	25%	0%	100%	3	3	3	100%	0%	0%	0%	1	6	1	1	N/A	3
Arts Council	300	60%	40%	0%	0%	45%	1	1	1	0%	100%	0%	0%	3	1	1	0	0	1
Central Management Services	1,320	45%	45%	10%	0%	20%	3	3	3	67%	33%	0%	0%	0	3	2	1	0	3
Children & Family Services	3,012	0%	0%	0%	100%	100%	230	171	171	100%	0%	0%	0%	0	582	43	26	0	150
Commerce & Economic Opportunity	820	41%	32%	12%	15%	70%	12	10	9	21%	31%	42%	7%	0	12	1	1	0	7

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed	Number of Employees in Bilingual Positions	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description	Number of Vacancy Notices Posted Requiring Bilingual Skill	Number of Employees Appointed to Bilingual Skill Positions	Number of Vacated Positions with Bilingual Skill Requirements Deleted	Number of Hispanic Employees Receiving Bilingual Pay	
	Total Number	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance			Number Paid for Bilingual	Daily	Weekly	Monthly	Yearly	Number Not Paid for Bilingual						
		15 Min. or Less	16 Min. to 60 Min.	61 Min. to 1/2 Day	1/2 Day or More															
<small># 1</small>	<small># 1A</small>	<small># 1A</small>	<small># 1A</small>	<small># 1A</small>	<small># 1A</small>	<small># 1B</small>	<small># 2</small>	<small># 3</small>	<small># 3A</small>	<small># 3B</small>	<small># 3B</small>	<small># 3B</small>	<small># 3B</small>	<small># 3B</small>	<small># 4</small>	<small># 5</small>	<small># 6</small>	<small># 6A</small>	<small># 7</small>	<small># 8</small>
Commerce Commission	538	50%	50%	0%	0%	"most"	4	4	4	100%	0%	0%	0%	0	4	0	0	0	0	
Deaf & Hard Of Hearing Commission	6	0%	0%	0%	100%	100%	6	6	6	100%	0%	0%	0%	0	6	1	1	0	0	
Employment Security	26,776	56%	42%	2%	0%	55%	180	127	127	96%	2%	1%	1%	"yes"	321	27	27	0	114	
Environmental Protection Agency	5,000	98%	2%	0%	0%	3%	2	2	2	100%	0%	0%	0%	11	2	0	0	0	2	
Executive Inspector General	30	100%	0%	0%	0%	5%	1	0	0	100%	0%	0%	0%	1	0	0	0	0	0	
Financial & Professional Regulation	7,500	65%	30%	4%	1%	35%	30	21	21	12%	28%	51%	9%	0	39	0	0	0	17	
Guardianship & Advocacy Commission	270	25%	40%	30%	5%	30%	7	7	7	60%	20%	20%	0%	0	7	1	1	0	4	
Healthcare & Family Services	118,558	46%	38%	10%	6%	73%	109	109	99	69%	19%	9%	3%	0	114	21	18	1	83	
Human Rights Commission	n/a	n/a	n/a	n/a	n/a	n/a	2	2	2	100%	0%	0%	0%	0	2	0	n/a	n/a	0	

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed <small># 2</small>	Number of Employees in Bilingual Positions <small># 3</small>	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description <small># 5</small>	Number of Vacancy Notices Posted Requiring Bilingual Skill <small># 6</small>	Number of Employees Appointed to Bilingual Skill Positions <small># 6A</small>	Number of Vacated Positions with Bilingual Skill Requirements Deleted <small># 7</small>	Number of Hispanic Employees Receiving Bilingual Pay <small># 8</small>
	Total Number <small># 1</small>	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance <small># 1B</small>			Number Paid for Bilingual <small># 3A</small>	Daily <small># 3B</small>	Weekly <small># 3B</small>	Monthly <small># 3B</small>	Yearly <small># 3B</small>	Number Not Paid for Bilingual <small># 4</small>					
		15 Min. or Less <small># 1A</small>	16 Min. to 60 Min. <small># 1A</small>	61 Min. to 1/2 Day <small># 1A</small>	1/2 Day or More <small># 1A</small>														
Human Rights Department	423	0%	0%	35%	65%	100%	32	28	28	98%	2%	0%	0%	0	32	1	0	0	22
Human Services	260,000	48%	30%	20%	2%	87%	1,079	1,079	1,079	82%	10%	6%	2%	0	1,250	175	149	0	645
Juvenile Justice	not tracked	75%	25%	0%	0%	0%	8	3	3	0%	100%	0%	0%	0	3	0	0	0	3
Labor	1,300	25%	75%	0%	0%	50%	10	7	7	80%	20%	0%	0%	2	9	2	0	0	7
Labor Relations Board - State & Local	55	55%	35%	5%	5%	50%	1	1	1	5%	30%	60%	5%	0	1	0	0	0	1
Natural Resources	n/a	0%	0%	0%	0%	0%	1	1	1	0%	0%	100%	0%	0	1	0	0	0	0
Prisoner Review Board	500	35%	45%	20%	0%	100%	1	1	1	0%	100%	0%	0%	0	1	0	0	0	1

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Cases Requiring Bilingual Assistance						Number of Bilingual Positions Needed <small># 2</small>	Number of Employees in Bilingual Positions <small># 3</small>	Employees Using Bilingual Skills						Number of Positions Requiring Bilingual Skill on Job Description <small># 5</small>	Number of Vacancy Notices Posted Requiring Bilingual Skill <small># 6</small>	Number of Employees Appointed to Bilingual Skill Positions <small># 6A</small>	Number of Vacated Positions with Bilingual Skill Requirements Deleted <small># 7</small>	Number of Hispanic Employees Receiving Bilingual Pay <small># 8</small>
	Total Number <small># 1</small>	Percent of Bilingual Cases Involving				Percent Requiring In-depth Assistance <small># 1B</small>			Number Paid for Bilingual <small># 3A</small>	Daily <small># 3B</small>	Weekly <small># 3B</small>	Monthly <small># 3B</small>	Yearly <small># 3B</small>	Number Not Paid for Bilingual <small># 4</small>					
		15 Min. or Less <small># 1A</small>	16 Min. to 60 Min. <small># 1A</small>	61 Min. to 1/2 Day <small># 1A</small>	1/2 Day or More <small># 1A</small>														
Public Health	3,500	60%	37%	3%	0%	30%	30	25	25	35%	30%	25%	10%	0	46	7	6	0	20
Revenue	13,884	50%	38%	6%	6%	69%	23	23	23	48%	23%	19%	10%	0	72	5	0	0	15
State Fire Marshal	5	100%	0%	0%	0%	0%	5	3	3	67%	0%	0%	33%	0	5	0	0	0	3
State Police	480	10%	90%	0%	0%	100%	1	1	1	0%	100%	0%	0%	0	1	0	n/a	n/a	1
Transportation	0	0%	0%	0%	0%	0%	0	6	6	75%	25%	0%	0%	0	6	0	0	0	6
TOTALS:	444,377						1,781	1,644	1,633					18	2,526	288	231	1	1,108

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Number of non-Hispanic Employees Receiving Bilingual Pay <small># 9</small>	Number of Employees Receiving Bilingual Pay for Signing <small># 10</small>	Number of Employees Receiving Bilingual Pay for Using Braille <small># 11</small>	How Are Needs Determined? (Check survey forms for more complete information.) <small># 12A</small>	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.) <small># 12B</small>
Agriculture	0	0	0	The Dept of Agriculture receives many bilingual requests in the Chicago area because many employees work in predominantly Spanish-speaking state licensed and inspected establishments. For this reason, the Department strives to maintain a Spanish-speaking supervisor as well as two Spanish-speaking inspectors.	Three bilingual employees can provide quality service to the Spanish-speaking public.
Arts Council	0	0	0	Judgment is made by the agency based on the number of grant applications and phone inquiries received each year. In addition, by the number of grant applications submitted to the agency receiving technical assistance pertaining to their own applications.	One person has been assigned this responsibility and this has proven to be sufficient for the agency's current need.
Central Management Services	0	0	0	The bilingual needs of this agency are determined by demand and what we perceive as the needs of our present and former employees. We expect the need for bilingual speaking employees to increase over the next several years.	Answer given as number: 5
Children & Family Services	20	1	0	1) A comparison between Council of Accreditation standard of 20 cases to 1 caseworker versus the actual number of cases opened in the agency. 2) Looking at the Child Abuse Hotline intake cases from Spanish speakers versus the number of Spanish-speaking bilingual Hotline intake caseworkers and the total number of bilingual Child Abuse Investigators. 3) Looking at demographic numbers in counties where the Spanish-speaking or monolingual immigrant populations are growing statewide and comparing that to the number of bilingual staff assigned to each DCFS office in those counties.	This number is based on the number of investigations, number of open intact family and placement cases, the volume of calls coming in to the Child Abuse Hotline and the DCFS advocacy center, and the number of Spanish-speaking cases open for adoption and subsidized guardianship services. For regions in the state where there are significant numbers of Latinos/Spanish speakers, demographic information is gathered via the Latino Consortium and the US Census. In regions that have a growing Spanish-speaking population, recommendations are made to hire bilingual staff.
Commerce & Economic Opportunity	3	0	0	Determinations are made by management based on client needs in the respective Bureau/Office.	The agency is adequately serving the Spanish-speaking public with the positions currently designated as bilingual: Spanish-speaking. As previously stated, needs are assessed with vacancies or work activity changes requiring bilingual skills.

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Number of non-Hispanic Employees Receiving Bilingual Pay <small># 9</small>	Number of Employees Receiving Bilingual Pay for Signing <small># 10</small>	Number of Employees Receiving Bilingual Pay for Using Braille <small># 11</small>	How Are Needs Determined? (Check survey forms for more complete information.) <small># 12A</small>	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.) <small># 12B</small>
Commerce Commission	0	0	0	One of the positions was vacated prior to the start of Fiscal Year 2008. In FY2007, 645 calls required bilingual assistance. In FY2008, that number reduced to 538. The percentage of calls lost before being answered, however, increased from 20% in FY2007 to 24% in FY2008.	The Consumer Services Division of the Illinois Commerce Commission has four employees using bilingual skills to fulfill their job duties in Fiscal Year 2008. All four positions are represented by AFSCME. Three of the four employees are Hispanic.
Deaf & Hard Of Hearing Commission	0	6	0	All positions are required to include manual communication to facilitate communicate between deaf and hard of hearing consumers and staff.	n/a
Employment Security	12	1	0	A review of number of Limited English Proficiency (LEP) Unemployment Insurance claims filed in each Dept of Employment Security (DES) site and analysis of telephone interpreter usage in each location along with census labor force data. We also look at the current number of bilingual staff at DES locations.	Same as previous answer.
Environmental Protection Agency	0	0	0	The agency uses a sample of calls to determine adequate service is provided to the public.	The agency uses a sample of calls to determine adequate service is provided to the public.
Executive Inspector General	0	0	0	No determination made. The service is rendered as a result of a diverse staff.	No answer given.
Financial & Professional Regulation	3	0	0	Determination is made according to the number of telephone inquiries & complaints received by the Dept. that require translators and the number of licensees who require translators during investigations/examinations.	Same as previous answer.
Guardianship & Advocacy Commission	2	1	0	Based upon need after determining the client requirements.	Answer given as number: 3
Healthcare & Family Services	16	0	0	The number of bilingual needs positions required is determined based on geographical needs.	Same as previous answer.
Human Rights Commission	0	0	0	No answer.	No answer.

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Number of non-Hispanic Employees Receiving Bilingual Pay <small># 9</small>	Number of Employees Receiving Bilingual Pay for Signing <small># 10</small>	Number of Employees Receiving Bilingual Pay for Using Braille <small># 11</small>	How Are Needs Determined? (Check survey forms for more complete information.) <small># 12A</small>	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.) <small># 12B</small>
Human Rights Department	6	0	0	The number of bilingual positions required to process cases is based on the number of charges filed annually by individuals who do not speak English. Additionally, the Department does have positions which do not process cases but are required to communicate orally and in writing with individuals who do not speak English (specifically individuals who are fluent in Spanish). The need is determined by the type of service provided and required such as receptionist, community outreach liaison, etc.	Same as previous answer.
Human Services	10	400	24	Analysis is made of client/customer caseloads and discussions with local agencies regarding needs. Decisions are based on factors such as admission trends, clinical screenings and team reviews.	Answer given as number: 650
Juvenile Justice	0	0	0	Bilingual needs of clientele varies based on average commitment of six months or less. Current bilingual filled positions are three.	Bilingual needs for the Spanish-speaking public vary based on the previously stated conditions. The recommended number to provide adequate services is eight.
Labor	0	0	0	We have determined the need for 10 Spanish bilingual positions and 2 Polish bilingual positions in our Chicago office based on the volume of phone calls, cases filed and walk-ins from the clientele in the geographic area.	Answer given as number: 10
Labor Relations Board - State & Local	0	0	0	The agency believes that having one bilingual position is sufficient to manage the increase in Spanish-speaking assistance that has occurred in the past year.	The agency's service to the Spanish-speaking public is efficiently delivered with one "SS option" position.
Natural Resources	1	0	0	Our agency takes into account the geographic location of the position as well as the programs offered at that location.	n/a
Prisoner Review Board	0	0	0	The Prisoner Review Board receives a large number of telephone calls from Spanish-speaking clientele. Most are victims registered with our Victim Notification Program. A database of is kept of victims registered with the program. Currently over 16,000 victims are registered, many of them Spanish-speaking individuals.	Currently our agency has one bilingual employee and position and at this time it is adequate for our agency.

BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR 2008

Agencies With Bilingual Needs <small>Survey Question # ▶</small>	Number of non-Hispanic Employees Receiving Bilingual Pay <small># 9</small>	Number of Employees Receiving Bilingual Pay for Signing <small># 10</small>	Number of Employees Receiving Bilingual Pay for Using Braille <small># 11</small>	How Are Needs Determined? (Check survey forms for more complete information.) <small># 12A</small>	How is the number of bilingual positions required to serve the Spanish-speaking public determined? (Check survey forms for more complete information.) <small># 12B</small>
Public Health	5	0	0	Bilingual needs are assessed based on the volume of calls received from the non-English speaking sector.	The agency utilizes a Limited English Proficiency (LEP) Task Force comprised of direct-service and mid-level management staff to address issues and service needs of LEP clients and monitor quality assurance. This task force reports to senior management and provides input to enhance the quality of services to LEP clients.
Revenue	7	1	0	Due to the complex issues that the department encounters, bilingual tax experts are needed to communicate with non-English speaking business owners and taxpayers, especially in the Chicago area.	Answer given as number: 19
State Fire Marshal	0	0	0	The needs of the clientele are assessed by the amount of requests for a translator or if a need arises in the field when a member of our staff encounters a non-English-speaking business owner or needs to interrogate/take a statement from a non-English-speaking party.	The number of bilingual positions required to deliver quality service to the Spanish-speaking public is determined by the amount of requests for a translator or if a need arises in the field when a member of our staff encounters a non-English-speaking business owner or needs to interrogate/take a statement from a non-English-speaking party. Placement of Spanish-speaking field staff is based mainly on the Hispanic population of the territory they will be responsible for.
State Police	0	0	0	The Illinois State Police relies on personnel in the field to request the need for bilingual skills.	The number of bilingual positions is determined by current usage.
Transportation	0	0	0	We have not determined a need for bilingual positions other than Emergency Traffic Patrol (ETP) which works directly with the public.	We have determined that six ETP positions provide adequate coverage to the Spanish-speaking public.
TOTALS:	85	410	24		

Appendix 5

AGENCY EEO/AA PROFILE

Agency: Department on Aging

Director: Charles D. Johnson

EEO/AA Officer: Elton Arrindell

Agency Workforce: 161

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is underutilized by 4 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is underutilized by 4 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Asian) addressed underutilization. This agency achieved parity for all affirmative action groups except people with disabilities. This agency is underutilized by 4 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

During this quarter there were no opportunities to hire/promote in the underutilized. This agency is underutilized by 4 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 Asian. During the year, the agency achieved parity for all affirmative action groups, except people with disabilities. This agency is underutilized by 4 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: AGING (47)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1													
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 1 Total underutilization for Females: 0
 Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization:** 1

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Aging

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	30
40070	Senior Public Serv Adm	16

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	3
00501	Admin Assistant 1	9
00502	Administrative Asst 2	8
13851	Executive 1	14
13852	Executive 2	16
19693	Human Resources Spec	1
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	3
35700	Pub Admin Intern	8
38572	Rev Tax Spec II	2
41313	Soc Serv Pro Planner 3	5
41314	Soc Serv Prog Planner 4	4
41771	Staff Develop Spec I	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	3
11437	Data Processing Supvr 3	1
38571	Rev Tax Spec I	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
38575	Rev Tax Spec Tr	2
43190	Student Intern	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
30010	Office Assistant	2
30015	Office Associate	4
30020	Office Clerk	2
38203	Reproduc Serv Tech 1	1

State of Illinois
List of Established Job Titles by EEO Category
Aging

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1

AGENCY EEO/AA PROFILE

Agency: Department of Agriculture

Acting Director: Thomas Jennings

EEO/AA Officer: Kathy Day

Agency Workforce: 451

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 9 African Americans, 1 Hispanic, 52 Females and 2 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 2 or 40% (2 Females) addressed underutilization. This agency is underutilized by 39 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 9 African Americans, 1 Hispanic, 50 Females and 2 Asians. During this quarter there were 10 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 39 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 9 African Americans, 1 Hispanic, 50 Females and 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 39 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 9 African Americans, 1 Hispanic, 49 Females and 2 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 39 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 9 African Americans, 1 Hispanic, 52 Females and 2 Asians. During the year, there were 16 opportunities to hire/promote in the underutilized categories; 3 or 19% (3 Females) addressed underutilization. This agency is underutilized by 39 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The agency has indicated in their reports that they have attended college job fairs and posted openings with the Department of Employment Security. However, the minority representation is low and the agency should focus on recruiting minority candidates and people with disabilities.

The Department recommends that your agency establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

Underutilization Summary by Region

Name of Agency: AGRICULTURE (11)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1				5		7							
2						1		6			1		5							
3								1												
4													2							
5													2							
6													1							
7	1					2					1		3					1		
8													3							
9						1					1		4							
10								1					3							
11								2												
Total	1	0	0	0	0	4	1	10	0	0	8	0	30	0	0	0	0	1	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7	1												1					2		
8																				
9																				
10																				
11																		1		
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	3	0	0

Total underutilization for African Americans: **14** Total underutilization for Hispanics: **1** Total underutilization for Females: **45**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 60**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00800	Agricultural Executive	2
00811	Ag Land & Water Res Supv	2
15871	For Serv Ec Dev Exec 1	2
32505	Plant & Pest Spec Supv	2
37015	Public Service Adm	39
40070	Senior Public Serv Adm	33
47911	Veterinary Cons Safe Off	3
47915	Veterinary Pathologist	2
47917	Veterinary Supervisor 1	1
47918	Veterinary Supervisor 2	1
48785	Warehouse Examiner Supv	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	12
00502	Administrative Asst 2	13
00805	Agric Mkt Generalist	1
00807	Agric Marketing Reporter	4
00810	Agric Marketing Rep	5
00831	Agr Ld & Watr Res Spec 1	3
00832	Agr Ld & Watr Res Spec 2	2
00833	Agr Ld & Watr Res Spec 3	9
01072	Anm And Anm Prod Invtor	23
06941	Chemist 1	3
06942	Chemist 2	4
06943	Chemist 3	1
13792	Envir Prot Eng 2	1
13793	Envir Prot Eng 3	3
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	3
13822	Envir Prot Spec 2	3
13823	Envir Prot Spec 3	7
13851	Executive 1	16
13852	Executive 2	11
17272	Geographic Info Spec 2	1
19693	Human Resources Spec	1
21160	Information Serv Intern	1
21162	Inf Srvcs Specialist II	2
21166	Inf Systems Analyst II	8
21761	Intl Marketing Rep 1	2
27151	Microbiologist 1	3

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27152	Microbiologist 2	6
30860	Paralegal Assistant	1
32501	Plant & Pest Spec I	26
32502	Plant & Pest Spec II	33
35700	Pub Admin Intern	9
45252	Tech Adv 2	1
47901	Veterinarian I	1
47903	Veterinarian 3	3
48780	Warehouse Claims Spec	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	2
01215	Apiary Inspector	5
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
22997	Laboratory Associate 1	13
22998	Laboratory Associate 2	3
26070	Meat & Poultry Insp	98
26073	Meat & Poultry Insp Supv	11
27146	Metrologist Assoc	1
34603	Products & Stds Insp	39
34605	Products & Standards Tr	5
39951	Seed Analyst I	3
39952	Seed Analyst II	1
48881	Warehouse Examiner	5
48882	Warehouse Examiner Spec	28

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01075	Anim & Anim Prod Inv Tr	3
14031	Executive Secretary 1	4
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1
26075	Meat & Poultry Insp Trn	17
29993	Office Administrator 3	2
29994	Office Administrator 4	4
30025	Office Coordinator	8
30080	Office Specialist	4

State of Illinois
List of Established Job Titles by EEO Category
Agriculture

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34201	Private Secretary 1	1
34202	Private Secretary 2	1
39953	Seed Analyst Tr	1
43190	Student Intern	2
43200	Student Worker	8

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1
29992	Office Administrator 2	1
30005	Office Aide	2
30010	Office Assistant	21
30015	Office Associate	19
30020	Office Clerk	4

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	4
06660	Carpenter Foreman	1
13200	Electrician	4
30800	Painter	3
32900	Plumber	5
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	6
05601	Building/Grounds Lead 1	4
05602	Building/Grounds Lead 2	1
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	4
09317	Conserv/Hist Preserv Wkr	12
22995	Laboratory Assistant	3
23060	Laborer (Building)	4
23085	Laborer Foreman	1
37551	Race Track Maint 1	2
37552	Race Track Maint 2	2
43051	Storekeeper I	1
43053	Storekeeper III	1

AGENCY EEO/AA PROFILE

Agency: Arts Council

Executive Director: Terry A. Scrogum

EEO/AA Officer: Romie Muñoz

Agency Workforce: 19

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 Female. During this quarter there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

SECOND THROUGH FOURTH QUARTERS (10/1/07 THROUGH 6/30/08)

As of 10/1/07, agency underutilization was 1 Female. During these quarters there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Female) addressed underutilization. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 Female. During the year, there was 1 opportunity to hire/promote in the underutilized category; 1 or 100% (1 Female) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Agency achieved parity for all affirmative action groups.

Underutilization Summary by Region

Name of Agency: ARTS COUNCIL (50-90)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1								1													
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 1

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Arts Council

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	3

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	2
00502	Administrative Asst 2	1
01526	Arts Council Prog Coord	6
01527	Arts Council Program Rep	5
13852	Executive 2	1
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21166	Inf Systems Analyst II	1
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30080	Office Specialist	2
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1
30020	Office Clerk	1

AGENCY EEO/AA PROFILE

Agency: Capital Development Board

Executive Director: Jim Riemer

EEO/AA Officer: Emily Montgomery

Agency Workforce: 126

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 2 African Americans, 1 Hispanic and 22 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 7 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 2 African Americans, 1 Hispanic and 22 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 7 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 2 African Americans, 1 Hispanic and 22 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 7 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 2 African Americans, 1 Hispanic and 22 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 7 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 2 African Americans, 1 Hispanic and 22 Females. During the year, there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 7 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

There were too few opportunities to address underutilization.

Underutilization Summary by Region

Name of Agency: CAPITAL DEVELOPMENT BOARD (50-44)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1								2													
2																					
3																					
4																					
5																					
6																					
7								18													
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7	2																				
8																					
9																					
10																					
11																					
Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **2** Total underutilization for Hispanics: **0** Total underutilization for Females: **20**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 22**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Capital Development Bd

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	10
00502	Administrative Asst 2	1
13851	Executive 1	2
13852	Executive 2	1
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	2
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
30860	Paralegal Assistant	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06515	Cdb Account Technician	3

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30025	Office Coordinator	2
30080	Office Specialist	9

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06520	Cdb Const Support Anlyst	1
06530	Cdb Project Technician	4
30010	Office Assistant	2
30015	Office Associate	2

AGENCY EEO/AA PROFILE

Agency: Central Management Services

Director: James P. Sledge

EEO/AA Officer: Fred Stewart

Agency Workforce: 1,629

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 16 African Americans, 10 Hispanics, 40 Females and 5 Asians. During this quarter there were 36 opportunities to hire/promote in the underutilized categories; 8 or 22% (1 African American, 6 Females and 1 Asian) addressed underutilization. This agency is underutilized by 31 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 15 African Americans, 10 Hispanics, 34 Females and 5 Asians. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 1 or 20% (1 Female) addressed underutilization. This agency is underutilized by 26 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 15 African Americans, 10 Hispanics, 33 Females and 4 Asians. During this quarter there were 23 opportunities to hire/promote in the underutilized categories; 5 or 22% (4 African Americans and 1 Female) addressed underutilization. This agency is underutilized by 26 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 11 African Americans, 10 Hispanics, 32 Females and 4 Asians. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 3 or 25% (1 African American, 1 Female and 1 Asian) addressed underutilization. This agency is underutilized by 26 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 16 African Americans, 10 Hispanics, 40 Females and 5 Asians. During the year, there were 76 opportunities to hire/promote in the underutilized categories; 17 or 22% (6 African Americans, 9 Females and 2 Asians) addressed underutilization. This agency is underutilized by 26 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The agency EEO/AA officer should assume an active role in the agency's executive staff, attending executive staff meetings, and should be given access to the agency director as needed.

Underutilization Summary by Region

Name of Agency: CENTRAL MANAGEMENT SERVICES (37)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	3						2		1											
2																				
3																				
4								1												
5																				
6																				
7	4	4						23	2									3		
8																				
9																				
10																				
11																				
Total	7	4	0	0	0	0	2	24	3	0	0	0	0	0	0	0	0	3	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1								2				1	4				1	3		
2																				
3																				
4													1							
5													1					1		
6													1					1		
7						1							7					11		
8																				
9													1							
10													2					2		
11													1					1		
Total	0	0	0	0	0	1	0	2	0	0	0	1	18	0	0	0	1	19	0	0

Total underutilization for African Americans: 8 Total underutilization for Hispanics: 8 Total underutilization for Females: 66

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 **Total Underutilization: 85**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
36750	Public Info Coordinator	5
37004	Public Info Officer 4	2
37015	Public Service Adm	363
40070	Senior Public Serv Adm	201

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	3
00501	Admin Assistant 1	57
00502	Administrative Asst 2	32
05900	Buyer	3
08860	Communications Sys Spec	2
13851	Executive 1	44
13852	Executive 2	16
17365	Graphic Arts Design Supv	1
17366	Graphic Arts Designer	6
19692	Human Resources Rep	34
19693	Human Resources Spec	24
21160	Information Serv Intern	13
21161	Inf Svcs Specialist I	22
21162	Inf Svcs Specialist II	37
21165	Inf Systems Analyst I	59
21166	Inf Systems Analyst II	107
21167	Inf Systems Analyst III	11
21216	Info Tech/Com Sys Spec 1	4
21217	Info Tech/Com Sys Spec 2	2
21721	Internal Auditor 1	7
23371	Liab Claims Adjuster 1	1
23372	Liab Claims Adjuster 2	5
25541	Mgmt Operations Anal I	1
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	3
27132	Meth & Proc Adv 2	3
35700	Pub Admin Intern	14
37001	Public Info Officer 1	1
37003	Public Info Officer 3	3
38132	Registered Nurse 2	1
41771	Staff Develop Spec I	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	2

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	7
11415	Data Proc Admin Spec	35
11430	Data Processing Spec	40
11437	Data Processing Supvr 3	23
11440	Data Processing Tech	31
13732	Engineering Tech II	2
21561	Insurance Analyst I	4
21562	Insurance Analyst II	7
21563	Insurance Analyst 3	11
21564	Insurance Analyst 4	2
45295	Telecom Specialist	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	5
17685	Guard Supervisor	3
39851	Security Guard 1	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05905	Buyer Assistant	3
14031	Executive Secretary 1	10
14032	Executive Secretary 2	12
14033	Executive Secretary 3	5
19690	Human Resources Asst	10
19691	Human Resources Assoc	11
19694	Human Resources Trainee	1
29993	Office Administrator 3	3
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	21
30080	Office Specialist	4
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	4
43200	Student Worker	25

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	4
27181	Microfilm Operator I	1
29992	Office Administrator 2	2
30010	Office Assistant	19

State of Illinois
List of Established Job Titles by EEO Category
Central Management Svcs

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	14
30020	Office Clerk	5
34792	Prop & Supply Clerk II	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	123
03749	Automotive Shop Supv	15
06650	Carpenter	5
06660	Carpenter Foreman	1
13200	Electrician	7
30800	Painter	5
32900	Plumber	3
42600	Stationary Engineer	33
42605	Stationary Eng-Asst Chf	11
42610	Stationary Eng-Chief	6

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03697	Automotive Attendant II	1
03730	Auto Parts Warehouse	14
03734	Auto Parts Warehouse Spec	1
05598	Building/Grounds Laborer	21
05601	Building/Grounds Lead 1	6
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	16
05616	Building Services Worker	5
13500	Elevator Operator	2
21951	Janitor I	15
21952	Janitor II	5
23060	Laborer (Building)	3
25020	Maint Equip Operator	7
25500	Maintenance Worker	14
25510	Maint Worker Power Plant	2
43051	Storekeeper I	3
43052	Storekeeper II	4
43053	Storekeeper III	1

AGENCY EEO/AA PROFILE

Agency: Department of Children and Family Services

Director: Erwin McEwen

EEO/AA Officer: Michael Holmes

Agency Workforce: 3,151

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 7 Hispanics and 58 Asians. During this quarter there were 11 opportunities to hire/promote in the underutilized categories; 1 or 9% (1 Asian) addressed underutilization. This agency is underutilized by 270 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 7 Hispanics and 57 Asians. During this quarter there were 18 opportunities to hire/promote in the underutilized categories; 2 or 11% (1 Hispanic and 1 Asian) addressed underutilization. This agency is underutilized by 270 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 6 Hispanics and 56 Asians. During this quarter there were 22 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 270 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 6 Hispanics and 56 Asians. During this quarter there were 47 opportunities to hire/promote in the underutilized categories; 3 or 6% (3 Asians) addressed underutilization. This agency is underutilized by 270 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 7 Hispanics and 58 Asians. During the year, there were 98 opportunities to hire/promote in the underutilized categories; 6 or 6% (1 Hispanic and 5 Asians) addressed underutilization. This agency is underutilized by 270 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

1. The agency was provided recruitment information so that affirmative action groups, mainly Asian organizations, could be contacted for employment opportunities. The Director, Chief Legal Counsel, and staff have met with the Director and chief of staff of DCFS to address the concerns about complying with affirmative action obligations.
2. For DCFS affirmative action performance for FY08, 89% of underutilization in the agency is Asians. The agency must continue to contact Asian organization to address the concerns of bringing in Asian applicants to the agency.
3. The Department recommends that your agency continue the training program in accordance with Section 7-105(H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.
4. DCFS must continue with the monthly affirmative action reports. Specifically address in the reports how the agency will recruit Asian candidates.

Underutilization Summary by Region

Name of Agency: CHILDREN & FAMILY SERVICES (16)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1		1		6					32	1				1							
2																					
3																					
4							1		1												
5																					
6							1		2												
7																					
8																					
9																					
10																					
11							1		1												
Total	0	1	0	6	0	0	3	0	36	1	0	0	0	1	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				2					5								1				
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	2	0	0	0	0	5	0	0	0	0	0	0	0	1	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 5 Total underutilization for Females: 0

Total underutilization for Asians: 50 Total underutilization for Native Americans: 1 **Total Underutilization: 56**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07204	Cd Wf Stf Devlpmt Co Iv	6
07241	C & F S Intern Opt 1	74
07242	C & F S Intern Opt 2	74
26404	Medical Administrator 3	1
37015	Public Service Adm	802
40070	Senior Public Serv Adm	104

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	23
00133	Accountant Advanced	4
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	6
00501	Admin Assistant 1	47
00502	Administrative Asst 2	39
05815	Business Manager	1
07161	Child Prot Advanced Spec	172
07162	Child Prot Assoc Spec	37
07163	Child Protection Spec	198
07190	Child Welf Adm Case Rev	31
07196	Child Welf Court Facil	1
07197	Child Welfare Nurse Spec	22
07201	Cd Wf Stf Devlpmt Co 1	3
07203	Cd Wf Stf Devlpmt Co 3	5
07215	Child Welf Advanced Spec	404
07216	Child Welfare Assoc Spec	18
07217	Child Welf Senior Spec	51
07218	Child Welfare Specialist	471
11471	Day Care Lic Rep 1	1
11472	Day Care Lic Rep 2	54
13851	Executive 1	38
13852	Executive 2	32
19692	Human Resources Rep	7
19693	Human Resources Spec	10
19775	Human Rights Inv II	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	8
21166	Inf Systems Analyst II	35
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	5
25542	Mgmt Operations Anal 2	34
25583	Management Systems Spec	15
27132	Meth & Proc Adv 2	1
30860	Paralegal Assistant	23

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32225	Physician Spec Opt E	2
35700	Pub Admin Intern	18
37003	Public Info Officer 3	3
38199	Reimbursement Officer 1	4
38200	Reimbursement Officer 2	4
41312	Soc Serv Pro Planner II	3
41313	Soc Serv Pro Planner 3	38
41314	Soc Serv Prog Planner 4	46
42742	Stat Research Spec 2	2
42745	Stat Research Supv	2
45252	Tech Adv 2	8
45253	Tech Adv 3	5
45308	Telecom Systems Analyst	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	30
00116	Account Technician II	8
02424	Asst Reimburse Officer	2
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	4
11440	Data Processing Tech	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	9
14031	Executive Secretary 1	23
14032	Executive Secretary 2	14
14033	Executive Secretary 3	20
19690	Human Resources Asst	1
19691	Human Resources Assoc	4
29993	Office Administrator 3	13
29994	Office Administrator 4	11
30025	Office Coordinator	90
30080	Office Specialist	22
34202	Private Secretary 2	2
41295	Social Serv Comm Planner	13
43190	Student Intern	7
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	3

State of Illinois
List of Established Job Titles by EEO Category
Children & Family Svcs

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
30005	Office Aide	2
30010	Office Assistant	50
30015	Office Associate	355
30020	Office Clerk	7

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	3
43051	Storekeeper I	3
43052	Storekeeper II	2
43053	Storekeeper III	1

AGENCY EEO/AA PROFILE

Agency: Civil Service Commission

Executive Director: Daniel Stralka

EEO/AA Officer: Andrew Barris

Agency Workforce: 4

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 6/30/08)

This agency was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CIVIL SERVICE COMMISSION (30)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Civil Service Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00502	Administrative Asst 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
19691	Human Resources Assoc	1

AGENCY EEO/AA PROFILE

Agency: Department of Commerce and Economic Opportunity

Director: Jack Lavin

EEO/AA Officer: Victoria Dawn Benn

Agency Workforce: 414

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 3 Hispanics and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 16 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 3 Hispanics and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Hispanic) addressed underutilization. This agency is underutilized by 16 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 2 Hispanics and 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 16 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 2 Hispanics and 1 Asian. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 16 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 3 Hispanics and 1 Asian. During the year, there were 7 opportunities to hire/promote in the underutilized categories; 1 or 14% (1 Hispanic) addressed underutilization. This agency is underutilized by 16 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The Department recommends that your agency initiate a training program in accordance with Section 7-105(H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

Underutilization Summary by Region

Name of Agency: COMMERCE & ECONOMIC OPPORTUNITY (42)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1									2												
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 **Total Underutilization: 2**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Comm & Econ Opportunity

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15872	For Serv Ec Dev Exec 2	4
37015	Public Service Adm	185
40070	Senior Public Serv Adm	108

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	12
00133	Accountant Advanced	16
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	2
00501	Admin Assistant 1	27
00502	Administrative Asst 2	35
07603	Civil Engineer 3	1
08902	Community Planner 2	1
08903	Community Planner 3	2
12931	Economic Dev Rep 1	9
12932	Economic Dev Rep 2	14
13711	Energy/Natur Res Spec 1	3
13712	Energy/Natur Res Spec 2	8
13713	Energy/Natur Res Spec 3	9
13851	Executive 1	21
13852	Executive 2	23
17272	Geographic Info Spec 2	1
19692	Human Resources Rep	3
19693	Human Resources Spec	5
19791	Human Serv Grant Coord 1	2
19792	Human Serv Grant Coord 2	3
21051	Ind & Com Devlpmt Rep I	33
21052	Ind & Com Devlpmt Rep 2	52
21121	Ind Serv Consultant 1	3
21122	Ind Serv Consultant 2	4
21127	Ind Serv Hygienist	2
21130	Ind Serv Hygienist Tech	2
21160	Information Serv Intern	2
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	9
21761	Intl Marketing Rep 1	3
24031	Local Housing Advisor 1	1
24032	Local Housing Adv 2	1
24033	Local Housing Adv 3	1
24103	Local Rev & Fisc Adv 3	2
25542	Mgmt Operations Anal 2	3

State of Illinois
List of Established Job Titles by EEO Category
Comm & Econ Opportunity

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25591	Manpower Planner 1	1
25592	Manpower Planner 2	7
25593	Manpower Planner 3	25
25597	Manpower Planner Tr	1
26203	Mechanical Engineer 3	3
27132	Meth & Proc Adv 2	1
35700	Pub Admin Intern	42
37003	Public Info Officer 3	1
42745	Stat Research Supv	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	3
42748	Stat Research Technician	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	1
19690	Human Resources Asst	1
21125	Ind Serv Cons Tr	1
29993	Office Administrator 3	1
29994	Office Administrator 4	4
30025	Office Coordinator	22
30080	Office Specialist	1
34202	Private Secretary 2	2
43190	Student Intern	7
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
30010	Office Assistant	11
30015	Office Associate	10

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	3

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	3

AGENCY EEO/AA PROFILE

Agency: Illinois Commerce Commission

Executive Director: Tim Anderson

EEO/AA Officer: Leigh Ann Myers

Agency Workforce: 264

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 3 African Americans, 10 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization. This agency is underutilized by 20 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 2 African Americans, 10 Females and 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Asian) addressed underutilization. This agency is underutilized by 20 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 2 African Americans, 10 Females and 1 Asian. During this quarter there were 5 opportunities to hire/promote in the underutilized categories; 4 or 80% (1 African American, 2 Females and 1 Asian) addressed underutilization. This agency is underutilized by 20 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 African American and 8 Females. During this quarter there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 20 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 3 African Americans, 10 Females and 2 Asians. During the year, there were 12 opportunities to hire/promote in the underutilized categories; 6 or 50% (2 African Americans, 2 Females and 2 Asians) addressed underutilization. This agency is underutilized by 20 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: COMMERCE COMMISSION (31)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7			2					8													
8																					
9																					
10																					
11																					
Total	0	0	2	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7	1																				
8																					
9																					
10																					
11																					
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **1** Total underutilization for Hispanics: **0** Total underutilization for Females: **10**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 11**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Commerce Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	19
08457	Commerce Comm Police Sgt	2
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	3
21167	Inf Systems Analyst III	2
37603	Railroad Safety Spec 3	5
37604	Railroad Safety Spec 4	4
47452	Utility Engineer II	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08451	Commerce Comm Pol Ofr 1	2
08452	Commerce Comm Pol Ofr 2	3
08455	Commerce Comm Pol Ofr Tr	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	4
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	5

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

AGENCY EEO/AA PROFILE

Agency: Department of Corrections

Director: Roger E. Walker

EEO/AA Officer: Vickie Fair

Agency Workforce: 11,652

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 56 African Americans, 87 Hispanics, 1,146 Females, 45 Asians and 4 Native Americans. During this quarter there were 13 opportunities to hire/promote in the underutilized categories; 2 or 15% (2 Females) addressed underutilization. This agency is underutilized by 1,075 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 56 African Americans, 87 Hispanics, 1,144 Females, 45 Asians and 4 Native Americans. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 2 or 17% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 1,075 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 55 African Americans, 87 Hispanics, 1,143 Females, 45 Asians and 4 Native Americans. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 3 or 43% (1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 1,075 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 55 African Americans, 86 Hispanics, 1,141 Females, 45 Asians and 4 Native Americans. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (2 Females) addressed underutilization. This agency is underutilized by 1,075 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 56 African Americans, 87 Hispanics, 1,146 Females, 45 Asians and 4 Native Americans. During the year, there were 36 opportunities to hire/promote in the underutilized categories; 9 or 25% (1 African American, 1 Hispanic and 7 Females) addressed underutilization. This agency is underutilized by 1,075 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CORRECTIONS (29)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			5	1			13		12			5					26	7	4	
2						1			1							7		42		
3			2															53	2	
4			3													11	2	36	2	
5						4	2		1		3							102	4	
6								2	1								5	46	6	
7				1					2									142		
8			1														10	111		
9			1															53		
10																	3	109	2	
11			1			4					1						5	318	2	
Total	0	0	13	2	0	9	15	2	17	0	4	5	0	0	0	18	51	1,019	22	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1		1			2	5			4	2	1	1	
2						1							1			2		6		
3													3					9		
4													1					7		
5	1										1		1			2	1	7		
6													1					4		
7						1					2		3			3	2	26		
8													2				1	9		
9													2			1		6		
10													5				1	14		
11	2					1	1						8			6	1	33	1	
Total	3	0	0	0	0	3	2	0	1	0	3	2	32	0	0	18	8	122	2	0

Total underutilization for African Americans: **58** Total underutilization for Hispanics: **83** Total underutilization for Females: **1,188**

Total underutilization for Asians: **44** Total underutilization for Native Americans: **0** **Total Underutilization: 1,373**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26405	Medical Administrator 4	1
37015	Public Service Adm	559
40070	Senior Public Serv Adm	179

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	51
00133	Accountant Advanced	17
00135	Accountant Supervisor	21
00501	Admin Assistant 1	59
00502	Administrative Asst 2	47
01440	Architect	2
01530	Assignment Coordinator	2
05810	Business Admin Spec	10
05815	Business Manager	24
06901	Chaplain 1	17
06902	Chaplain II	28
08220	Clinical Lab Technolog 1	1
08250	Clinical Psychologist	3
09655	Corr Casework Supv	76
09661	Corr Couns I	68
09662	Corr Couns II	100
09663	Corr Couns 3	20
09811	Cor Leisure Activ Spec 1	23
09812	Cor Leisure Act Spec 2	32
09813	Cor Leisure Act Spec 3	9
09814	Cor Leisure Act Spec 4	23
09825	Corrections Nurse 1	13
09826	Corrections Nurse 2	22
09842	Corrs Parole Agent	140
09844	Corr Senior Parole Agnt	144
10232	Crim Justice Spec 2	7
11751	Dentist I	2
11752	Dentist II	3
13100	Educator	105
13851	Executive 1	22
13852	Executive 2	70
18041	Health Information Adm	5
19692	Human Resources Rep	44
19693	Human Resources Spec	13
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	11

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
21166	Inf Systems Analyst II	16
21167	Inf Systems Analyst III	1
21217	Info Tech/Com Sys Spec 2	1
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	16
23401	Librarian 1	17
23430	Library Associate	15
25542	Mgmt Operations Anal 2	2
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
27133	Meth & Proc Adv III	1
30860	Paralegal Assistant	17
32200	Physician	1
33003	Polygraph Exam 3	2
35612	Psychologist 2	4
35613	Psychologist 3	12
35700	Pub Admin Intern	25
38231	Research Scientist 1	3
38233	Research Scientist 3	1
41412	Social Worker 2	2
41413	Social Worker 3	6
41771	Staff Develop Spec I	6
42742	Stat Research Spec 2	2
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	130
00116	Account Technician II	60
06500	Canine Specialist	7
08831	Comm Equip Tech I	4
08832	Comm Equipment Tech 2	3
08833	Comm Equipment Tech 3	1
09746	Corr Agricultural Supv	5
09747	Corr Agric Lead Worker	5
09800	Corr Identification Supv	25
09801	Corr Identification Tech	30
09803	Corr Ind Marketing Rep	6
09805	Corr Industry Lead Wkr	15
09807	Corr Industry Supv	25
09808	Corr Laundry Mgr 1	26
09837	Corr Residence Coun I	9
09838	Corr Residence Coun II	7

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09879	Corr Vocational Instr	24
11430	Data Processing Spec	4
11437	Data Processing Supvr 3	3
11440	Data Processing Tech	3
13340	Elec Equip Instal/Repair	1
17400	Graphic Arts Tech	1
32008	Pharmacist Technician	2
37507	Radio Tech Prog Coord	3

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09673	Correctional Lieutenant	41
09675	Correctional Officer	53
09676	Correctional Officer Tr	32
09717	Correctional Sergeant	34
09871	Corr Trans Officer I	10
09872	Corr Trans Officer II	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
07184	Child Development Aide	1
11650	Dental Assistant	9
11700	Dental Hygienist	1
14031	Executive Secretary 1	49
14032	Executive Secretary 2	8
14033	Executive Secretary 3	38
18047	Health Information Tech	3
19690	Human Resources Asst	11
19691	Human Resources Assoc	15
29990	Office Admin Specialist	30
29993	Office Administrator 3	43
29994	Office Administrator 4	2
29995	Office Administrator 5	1
30025	Office Coordinator	102
30080	Office Specialist	9
34202	Private Secretary 2	2
41285	Social Service Aide Tr	1
43190	Student Intern	3
43200	Student Worker	33

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	15

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09771	Corrections Clerk I	8
09772	Corrections Clerk II	29
09773	Corrections Clerk III	13
18045	Health Information Assoc	11
27181	Microfilm Operator I	1
27183	Microfilm Operator III	1
29992	Office Administrator 2	15
30010	Office Assistant	192
30015	Office Associate	250
30020	Office Clerk	9
34793	Prop & Supply Clerk III	1
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	7
44413	Switchboard Operator 3	1
45321	Telecommunicator	3
45325	Telecommunicator Trn	3

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
04250	Barber	21
04350	Beautician	2
05200	Brickmason	3
06650	Carpenter	29
06660	Carpenter Foreman	1
09818	Corrections Locksmith	27
09821	Corr Maint Craftsman	49
09822	Corrections Maint Supv	2
13200	Electrician	32
30800	Painter	17
32900	Plumber	30
38205	Reproduc Serv Tech 3	1
38600	Roofer	1
42600	Stationary Engineer	22
42605	Stationary Eng-Asst Chf	24
42610	Stationary Eng-Chief	29
42800	Steamfitter	16
45000	Teacher Of Barbering	3
45050	Teacher Of Beauty Cult	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrcntns Food Serv Sup 1	40
09794	Corrcntns Food Serv Sup 2	43

State of Illinois
List of Established Job Titles by EEO Category
Corrections

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09795	Corrctns Food Serv Sup 3	41
09796	Corr Grounds Supv	12
09809	Corr Laundry Mgr 2	4
09823	Corrections Maint Worker	8
09824	Corr Medical Technician	9
09861	Corr Supply Supv I	36
09862	Corr Supply Supv II	38
09863	Corr Supply Supv III	29
09875	Corr Utilities Opr	4
23060	Laborer (Building)	4
25020	Maint Equip Operator	23
25510	Maint Worker Power Plant	7
40500	Sewage Plant Operator	2
42650	Stationary Fireman	8
43051	Storekeeper I	1
43052	Storekeeper II	1
45700	Trades Tender	1
49050	Water Plant Operator	2

AGENCY EEO/AA PROFILE

Agency: Illinois Council on Developmental Disabilities

Executive Director: Sheila Romano

EEO/AA Officer: Janinna Hendricks

Agency Workforce: 9

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: COUNCIL ON DEVELOPMENTAL DISABILITIES (50-41)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
 List of Established Job Titles by EEO Category
 Dev Disabilities Council

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	6
40070	Senior Public Serv Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00501	Admin Assistant 1	1
13852	Executive 2	1
35700	Pub Admin Intern	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30025	Office Coordinator	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
30010	Office Assistant	1
30015	Office Associate	1

AGENCY EEO/AA PROFILE

Agency: Criminal Justice Information Authority

Executive Director: Lori G. Levin

EEO/AA Officer: Brian Brosnan

Agency Workforce: 55

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 Hispanic and 2 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 2 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 Hispanic and 2 Females. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 3 or 100% (1 Hispanic and 2 Females) addressed underutilization. This agency achieved parity for all affirmative action groups, except for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 Hispanic and 2 Females. During the year, the agency achieved parity. This agency is underutilized by 2 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY (50-05)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0
 Total underutilization for Hispanics: 0
 Total underutilization for Females: 0
 Total underutilization for Asians: 0
 Total underutilization for Native Americans: 0
Total Underutilization: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
 AA = African American H = Hispanic F = Female A = Asian NA = Native American
 DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Criminal Justice Auth

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Adm	9

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	5
05810	Business Admin Spec	1
10231	Crim Justice Spec 1	7
10232	Crim Justice Spec 2	7
10236	Crim Justice Spec Trn	6
13851	Executive 1	2
19693	Human Resources Spec	1
21160	Information Serv Intern	3
21162	Inf Srvcs Specialist II	4
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	4
21167	Inf Systems Analyst III	1
21721	Internal Auditor 1	1
35700	Pub Admin Intern	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
19690	Human Resources Asst	1
19694	Human Resources Trainee	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	1

AGENCY EEO/AA PROFILE

Agency: Illinois Deaf and Hard of Hearing Commission

Director: John Miller

EEO/AA Officer: Tonia Bogener

Agency Workforce: 7

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: DEAF AND HARD OF HEARING COMMISSION (50-11)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Deaf&Hard Of Hearing Com

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13851	Executive 1	1
13852	Executive 2	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
43190	Student Intern	1

AGENCY EEO/AA PROFILE

Agency: Educational Labor Relations Board

Chairman: Lynne Sered

EEO/AA Officer: Eileen Brennan

Agency Workforce: 12

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: EDUCATIONAL LABOR RELATIONS BOARD (50-14)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0
 Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization:** 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
 AA = African American H = Hispanic F = Female A = Asian NA = Native American
 DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Labor Rel Bd Educational

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	14
40070	Senior Public Serv Adm	4

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30025	Office Coordinator	1
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	2
30015	Office Associate	2

AGENCY EEO/AA PROFILE

Agency: Emergency Management Agency

Director: Andrew Velasquez

EEO/AA Officer: Kevin Sledge

Agency Workforce: 217

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 6/30/08)

Agency underutilization at the beginning of FY08 was 1 Hispanic and 2 Asians. During the year there were no opportunities to hire/promote in the underutilized categories. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: EMERGENCY MANAGEMENT AGENCY (50-17)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1							1		2												
2																					
3																					
4																					
5																					
6																					
7			4																		
8																					
9																					
10																					
11																					
Total	0	0	4	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7								1													
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 1 Total underutilization for Females: 5

Total underutilization for Asians: 2 Total underutilization for Native Americans: 0 **Total Underutilization: 8**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Emergency Mgmt Agency

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	25
40070	Senior Public Serv Adm	7

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	2
00501	Admin Assistant 1	8
00502	Administrative Asst 2	2
08860	Communications Sys Spec	1
12585	Disaster Serv Planner	3
13851	Executive 1	9
13852	Executive 2	5
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
21162	Inf Svcs Specialist II	2
41771	Staff Develop Spec I	11

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08831	Comm Equip Tech I	1
13340	Elec Equip Instal/Repair	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
29994	Office Administrator 4	1
30025	Office Coordinator	9
30080	Office Specialist	2
43190	Student Intern	2
43200	Student Worker	10

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13540	Emer Response Ld Telecom	1
13543	Emer Response Telecom	1
30010	Office Assistant	1
30015	Office Associate	3

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38205	Reproduc Serv Tech 3	1

AGENCY EEO/AA PROFILE

Agency: Department of Employment Security

Director: Maureen T. O'Donnell

EEO/AA Officer: Carlos Charneco

Agency Workforce: 1,508

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 3 African Americans, 1 Hispanic, 2 Females and 3 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 3 African Americans, 1 Hispanic, 2 Females and 3 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 2 or 67% (1 Female and 1 Asian) addressed underutilization.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 3 African Americans, 1 Hispanic, 1 Female and 2 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 1 or 25% (1 Female) addressed underutilization.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 3 African Americans, 1 Hispanic and 2 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Asian) addressed underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 3 African Americans, 1 Hispanic, 2 Females and 3 Asians. During the year, there were 9 opportunities to hire/promote in the underutilized categories; 4 or 44% (2 Females and 2 Asians) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Agency achieved parity for females.

Underutilization Summary by Region

Name of Agency: EMPLOYMENT SECURITY (44)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1													1								
2																					
3																					
4						2															
5																					
6																					
7			1																		
8																					
9																					
10																					
11																					
Total	0	0	1	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1		1		1																	
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **2** Total underutilization for Hispanics: **1** Total underutilization for Females: **2**

Total underutilization for Asians: **1** Total underutilization for Native Americans: **0** **Total Underutilization: 6**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	310
40070	Senior Public Serv Adm	97

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	12
00135	Accountant Supervisor	5
00140	Acctg Fiscl Admin Car Tr	23
00501	Admin Assistant 1	12
00502	Administrative Asst 2	30
13600	Emp Secur Fld Office Sup	116
13650	Empl Security Program Rep	165
13651	Emp Sec Pgm Rep-Intrmtnt	142
13667	Empl Security Service Rep	133
13671	Empl Security Spec 1	1
13672	Empl Security Spec 2	1
13673	Empl Security Spec 3	41
13681	Empl Secur Tax Auditor 1	36
13682	Empl Secur Tax Auditor 2	47
13851	Executive 1	21
13852	Executive 2	12
17365	Graphic Arts Design Supv	1
18300	Hearings Referee	18
18301	Hearings Referee-Intrmit	6
19692	Human Resources Rep	4
19693	Human Resources Spec	9
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	11
21162	Inf Srvcs Specialist II	12
21165	Inf Systems Analyst I	13
21166	Inf Systems Analyst II	14
21732	Internal Security Inv 2	4
23401	Librarian 1	1
25541	Mgmt Operations Anal I	1
25542	Mgmt Operations Anal 2	2
25583	Management Systems Spec	2
27133	Meth & Proc Adv III	1
34725	Project Designer	1
35700	Pub Admin Intern	27
38207	Research Economist 1	4
42741	Stat Research Spec 1	5
42743	Stat Research Spec 3	6
42745	Stat Research Supv	4

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
47002	U I Adjudicator 2	4
47003	U I Adjudicator 3	4
47081	Unempl Ins Rev Analyst 1	28
47082	Unempl Ins Rev Analyst 2	42
47087	Unempl Ins Revenue Spec	4
47096	Unempl Ins Special Agent	17
47702	Veterans Emplmt Rep II	58

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	6
00116	Account Technician II	1
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	8
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	6
17400	Graphic Arts Tech	1
42748	Stat Research Technician	5
45313	Telecom Systems Tech 2	1
47001	U I Adjudicator 1	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	11
14033	Executive Secretary 3	7
19690	Human Resources Asst	2
19691	Human Resources Assoc	7
19694	Human Resources Trainee	1
29993	Office Administrator 3	7
29994	Office Administrator 4	13
29995	Office Administrator 5	1
30025	Office Coordinator	10
30080	Office Specialist	2
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	12
43200	Student Worker	18
47701	Veterans Emplmt Rep I	56

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06920	Check Issuance Mach Opr	4

State of Illinois
List of Established Job Titles by EEO Category
Employment Security

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06925	Check Issuance Mach Supv	2
11420	Data Processing Asst	1
11425	Data Processing Oper	2
21686	Intermittent Clerk	3
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
29992	Office Administrator 2	2
30010	Office Assistant	12
30015	Office Associate	93
30020	Office Clerk	5
38203	Reproduc Serv Tech 1	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
25020	Maint Equip Operator	4
43051	Storekeeper I	1
43052	Storekeeper II	1
43060	Stores Clerk	1

AGENCY EEO/AA PROFILE

Agency: Environmental Protection Agency

Director: Douglas P. Scott

EEO/AA Officer: Jill Johnson

Agency Workforce: 1,000

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 17 African Americans, 4 Hispanics and 125 Females. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 3 or 50% (3 Females) addressed underutilization. This agency is underutilized by 60 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 17 African Americans, 4 Hispanics and 122 Females. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 60 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 16 African Americans, 4 Hispanics and 121 Females. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 4 or 57% (1 African American and 3 Females) addressed underutilization. This agency is underutilized by 60 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 15 African Americans, 4 Hispanics and 118 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 60 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 17 African Americans, 4 Hispanics and 125 Females. During the year, there were 17 opportunities to hire/promote in the underutilized categories; 9 or 53% (2 African Americans and 7 Females) addressed underutilization. This agency is underutilized by 60 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: ENVIRONMENTAL PROTECTION AGENCY (46)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1			4			5		13					5								
2						1															
3																					
4								5													
5																					
6								3													
7	2		17			4	4	59													
8																					
9			1			2		1													
10																					
11						1		5													
Total	2	0	22	0	0	13	4	86	0	0	0	0	5	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0

Total underutilization for African Americans: **15** Total underutilization for Hispanics: **4** Total underutilization for Females: **114**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 133**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	113
40070	Senior Public Serv Adm	109

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	9
00133	Accountant Advanced	8
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	7
00501	Admin Assistant 1	8
00502	Administrative Asst 2	7
06941	Chemist 1	2
06942	Chemist 2	3
13791	Envir Prot Eng 1	46
13792	Envir Prot Eng 2	38
13793	Envir Prot Eng 3	63
13794	Envir Prot Eng Iv	19
13801	Envir Prot Geo I	10
13802	Envir Prot Geo II	12
13803	Envir Prot Geo III	12
13821	Envir Prot Spec 1	61
13822	Envir Prot Spec 2	47
13823	Envir Prot Spec 3	96
13824	Envir Prot Spec Iv	55
13851	Executive 1	21
13852	Executive 2	10
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	5
19692	Human Resources Rep	2
19693	Human Resources Spec	2
21127	Ind Serv Hygienist	1
21160	Information Serv Intern	3
21161	Inf Srvcs Specialist I	2
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	6
21166	Inf Systems Analyst II	6
22990	Lab Equip Spec	4
23022	Lab Quality Spec 2	2
23402	Librarian 2	1
23430	Library Associate	1
23600	Life Sci Career Trainee	26
25583	Management Systems Spec	3
27131	Meth & Proc Adv 1	6
27132	Meth & Proc Adv 2	5

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27133	Meth & Proc Adv III	1
27151	Microbiologist 1	1
35700	Pub Admin Intern	6
45252	Tech Adv 2	7
45253	Tech Adv 3	11

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	5
00116	Account Technician II	6
00118	Account Technician Tr	1
13733	Engineering Tech III	1
13762	Environ Equip Opr 2	1
13785	Envir Protection Assoc	14
13811	Envir Prot Legal Inv I	6
13812	Envir Prot Legal Inv II	4
13815	Env Prot Legal Inv Spec	4
13831	Envir Prot Tech I	4
13832	Envir Prot Tech II	5
22997	Laboratory Associate 1	2
22998	Laboratory Associate 2	1
27175	Micro Lab Technician I	1
27176	Micro Lab Technician II	1
47580	Veh Emission Compli Insp	34
47583	Veh Emission Compli Supv	4
47584	Veh Emis Qual Asur Audr	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	3
14031	Executive Secretary 1	1
14032	Executive Secretary 2	5
14033	Executive Secretary 3	4
19690	Human Resources Asst	3
19691	Human Resources Assoc	2
19694	Human Resources Trainee	2
27135	Meth & Proc Car Assoc 1	7
27136	Meth & Proc Car Assoc 2	3
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	24
29994	Office Administrator 4	1
29995	Office Administrator 5	5
30025	Office Coordinator	42
30080	Office Specialist	4

State of Illinois
List of Established Job Titles by EEO Category
Environmental Protection

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
43190	Student Intern	13
43200	Student Worker	7

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
28490	Motorist Assistance Spec	2
30010	Office Assistant	44
30015	Office Associate	42
30020	Office Clerk	7
30075	Office Occupations Tr	5

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05602	Building/Grounds Lead 2	1
22995	Laboratory Assistant	1
43051	Storekeeper I	2
43052	Storekeeper II	3
43053	Storekeeper III	1
43060	Stores Clerk	1

AGENCY EEO/AA PROFILE

Agency: Financial and Professional Regulation

Secretary: Dean Martinez

EEO/AA Officer: Vivian Toliver

Agency Workforce: 750

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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.			*
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.			*
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.			*

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 African American, 2 Hispanics, 23 Females and 1 Asian. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 3 or 43% (2 Females and 1 Asian) addressed underutilization. This agency is underutilized by 6 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 African American, 2 Hispanics and 21 Females. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 3 or 75% (3 Females) addressed underutilization. This agency is underutilized by 6 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 African American, 2 Hispanics and 18 Females. During this quarter there were 9 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 6 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 African American, 2 Hispanics and 18 Females. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 6 or 75% (1 Hispanic and 5 Females) addressed underutilization. This agency is underutilized by 6 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 African American, 2 Hispanics, 23 Females and 1 Asian. During the year, there were 28 opportunities to hire/promote in the underutilized categories; 12 or 43% (1 Hispanic, 10 Females and 1 Asian) addressed underutilization. This agency is underutilized by 6 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

* The Agency submitted all required reports during the fiscal year; however, the second quarter report was late, resulting in a late notice. All reports must be submitted in a timely manner.

The agency's EEO/AA officer is located in the Governor's Office and no official notice from IDFPR Secretary has been received indicating who the primary EEO/AA Officer is for the agency as required by DHR Rules, Section 2520.780(b).

It is recommended that a formal letter be sent to DHR as to who the agency EEO/AAA officer is and that person be located within the agency and perform the duties of the EEO/AA officer, as outlined in the Human Rights Act and DHR Rules pertaining to EEO/AA officers for state executive agencies.

Underutilization Summary by Region

Name of Agency: FINANCIAL & PROFESSIONAL REGULATION (13)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1			1				5	11	4												
2																					
3																					
4								1													
5																					
6																					
7								1													
8																					
9																					
10								2													
11																					
Total	0	0	1	0	0	0	5	15	4	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7		1				1															
8																					
9																					
10																					
11																					
Total	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **1** Total underutilization for Hispanics: **6** Total underutilization for Females: **16**

Total underutilization for Asians: **4** Total underutilization for Native Americans: **0** **Total Underutilization: 27**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	1
37015	Public Service Adm	165
40070	Senior Public Serv Adm	79

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	3
00133	Accountant Advanced	9
00187	Actuarial Asst	3
00195	Actuarial Examiner	2
00196	Actuarial Examiner Trn	1
00197	Actuarial Sr Examiner	2
00201	Actuary 1	3
00202	Actuary 2	4
00203	Actuary 3	3
00501	Admin Assistant 1	55
00502	Administrative Asst 2	25
04131	Bank Examiner 1	17
04132	Bank Examiner 2	17
04133	Bank Examiner 3	21
10162	Crim Intelligence Anal 2	1
12778	Drug Compliance Invest	7
13851	Executive 1	27
13852	Executive 2	12
14971	Fin Inst Exam 1	16
14972	Fin Inst Exam 2	16
14973	Fin Inst Exam 3	18
14978	Fin Inst Exam Tr	28
17366	Graphic Arts Designer	1
18181	Hlth Ser Inv 1 Opta-Gen	8
18182	Hlth Ser Inv 1 Opt B-Csi	12
18185	Hlth Ser Inv 2 Opt A-Gen	2
18186	Hlth Ser Inv 2 Opt B-Csi	4
21161	Inf Srvcs Specialist I	5
21162	Inf Srvcs Specialist II	8
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	9
21601	Ins Co Claims Examiner 1	1
21602	Ins Co Claims Examiner 2	1
21608	Ins Co Fld Staff Exam	5
21610	Ins Co Fin Examiner Trn	5
21671	Ins Performance Exam 1	3
21672	Ins Performance Exam II	2
21673	Ins Performance Exam III	3

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27131	Meth & Proc Adv 1	1
27132	Meth & Proc Adv 2	2
29731	Nursing Act Asst Coord	1
30860	Paralegal Assistant	1
37730	Real Estate Inv	5
37760	Real Estate Prof Examr	5
41771	Staff Develop Spec I	1
45252	Tech Adv 2	11
45256	Tech Advisr Advcd Prg Sp	9

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11430	Data Processing Spec	1
11440	Data Processing Tech	2
21561	Insurance Analyst I	10
21562	Insurance Analyst II	12
21563	Insurance Analyst 3	12
21564	Insurance Analyst 4	17
23571	Licensing Inv 1	2
23572	Licensing Inv 2	4
23573	Licensing Inv 3	5
23574	Licensing Inv 4	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	13
14032	Executive Secretary 2	7
14033	Executive Secretary 3	2
29993	Office Administrator 3	1
29994	Office Administrator 4	5
30025	Office Coordinator	18
30080	Office Specialist	1
34202	Private Secretary 2	7
43200	Student Worker	20

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	4
30015	Office Associate	36
30020	Office Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43053	Storekeeper III	1

State of Illinois
List of Established Job Titles by EEO Category
Fin & Prof Reg

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43060	Stores Clerk	1

AGENCY EEO/AA PROFILE

Agency: Office of the State Fire Marshal

Fire Marshal: David B. Foreman

EEO/AA Officer: John J. Fennell, Jr.

Agency Workforce: 154

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 SECOND QUARTERS (7/1/07 THROUGH 12/31/07)

Agency underutilization at the beginning of FY08 was 5 African Americans, 2 Hispanics and 9 Females. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 9 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 5 African Americans, 2 Hispanics and 9 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 5 African Americans, 2 Hispanics and 8 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 8 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 5 African Americans, 2 Hispanics and 9 Females. During the year, there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

There were too few opportunities to address underutilization

Underutilization Summary by Region

Name of Agency: FIRE MARSHAL (50-50)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			1				1	1			4	2	5					1		
2																				
3																				
4																				
5																				
6																				
7			3			2														
8																				
9																				
10																				
11																				
Total	0	0	4	0	0	2	1	1	0	0	4	2	5	0	0	0	0	1	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **6** Total underutilization for Hispanics: **3** Total underutilization for Females: **11**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 20**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
State Fire Marshal

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	27
40070	Senior Public Serv Adm	10

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	1
00501	Admin Assistant 1	9
00502	Administrative Asst 2	7
01481	Arson Investigator 1	15
01482	Arson Investigator 2	16
01485	Arson Investigations Tr	2
13495	Elevator Inspector	3
13851	Executive 1	7
13852	Executive 2	4
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
21732	Internal Security Inv 2	1
41093	Site Interpretive Coord	1
43005	Storage Tank Safety Spec	17
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
04910	Boiler Safety Specialist	16
11440	Data Processing Tech	1
13732	Engineering Tech II	1
13733	Engineering Tech III	1
15285	Fire Certification Spec	9
15351	Fire Protection Spec 1	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
15316	Fire Prevention Insp I	10
15317	Fire Prevention Insp II	20
15320	Fire Prevention Insp Trn	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
14033	Executive Secretary 3	1
29993	Office Administrator 3	2

State of Illinois
List of Established Job Titles by EEO Category
State Fire Marshal

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29995	Office Administrator 5	1
30025	Office Coordinator	3
34202	Private Secretary 2	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	4
30015	Office Associate	8
30020	Office Clerk	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	1

AGENCY EEO/AA PROFILE

Agency: Guardianship and Advocacy Commission

Director: Dr. Mary L. Milano

EEO/AA Officer: Tedd Ward

Agency Workforce: 111

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 6/30/08)

Agency underutilization at the beginning of FY08 was 1 Asian. During the year there were no opportunities to hire/promote in the underutilized category. 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 underutilization.

Underutilization Summary by Region

Name of Agency: GUARDIANSHIP & ADVOCACY COMMISSION (50-70)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1									1												
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Guardianship & Advocacy

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	24
40070	Senior Public Serv Adm	8
48483	Vol Services Coord III	8

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
17710	Guardianship Rep	14
19692	Human Resources Rep	1
21160	Information Serv Intern	1
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	3
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	19

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
30025	Office Coordinator	1
34201	Private Secretary 1	1
34202	Private Secretary 2	1
43190	Student Intern	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30015	Office Associate	9
30075	Office Occupations Tr	5

AGENCY EEO/AA PROFILE

Agency: Healthcare & Family Services

Director: Barry S. Maram

EEO/AA Officer: Derrick Davis

Agency Workforce: 2,434

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 4 African Americans, 1 Hispanic and 5 Asians. During this quarter there were 9 opportunities to hire/promote in the underutilized categories; 1 or 11% (1 Hispanic) addressed underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 4 African Americans and 5 Asians. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 1 or 10% (1 African American) addressed underutilization.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 3 African Americans and 5 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) addressed underutilization.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 2 African Americans and 5 Asians. During this quarter there were 15 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 4 African Americans, 1 Hispanic and 5 Asians. During the year, there were 36 opportunities to hire/promote in the underutilized categories; 3 or 8% (2 African Americans and 1 Hispanic) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The Department recommends that your agency establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

Underutilization Summary by Region

Name of Agency: HEALTHCARE & FAMILY SERVICES (33)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1		1																			
2																					
3																					
4																					
5						1															
6									1												
7	3																				
8																					
9																					
10																					
11						1															
Total	3	1	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				4																	
2																					
3																					
4																					
5																					
6																					
7				1																	
8																					
9																					
10																					
11																					
Total	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 5 Total underutilization for Hispanics: 1 Total underutilization for Females: 0

Total underutilization for Asians: 6 Total underutilization for Native Americans: 0 **Total Underutilization: 12**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	404
40070	Senior Public Serv Adm	195

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	25
00133	Accountant Advanced	23
00135	Accountant Supervisor	13
00140	Acctg Fiscl Admin Car Tr	5
00501	Admin Assistant 1	110
00502	Administrative Asst 2	55
07198	Child Support Spec 1	40
07199	Child Support Spec 2	94
13851	Executive 1	210
13852	Executive 2	192
18150	Health Fac Surv Nurse	54
19692	Human Resources Rep	10
19693	Human Resources Spec	7
19785	Human Serv Caseworker	38
19792	Human Serv Grant Coord 2	6
19793	Human Serv Grant Coord 3	5
19796	Human Srv Grants Cord Tr	1
21160	Information Serv Intern	5
21161	Inf Srvcs Specialist I	26
21162	Inf Srvcs Specialist II	41
21165	Inf Systems Analyst I	49
21166	Inf Systems Analyst II	44
21167	Inf Systems Analyst III	5
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	4
22003	Kidcare Supervisor	18
25541	Mgmt Operations Anal I	29
25542	Mgmt Operations Anal 2	31
25583	Management Systems Spec	7
26501	Medical Asst Cons 1	1
26502	Medical Asst Cons 2	17
26503	Medical Asst Cons 3	4
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	2
30860	Paralegal Assistant	1
34631	Program Integ Auditor I	5
34632	Program Integ Auditor II	5
34635	Program Integ Auditor Tr	5

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
35700	Pub Admin Intern	42
35750	Public Aid Appeals Adv	3
35870	Public Aid Investigator	24
35874	P A Investigator Trn	19
35880	P A Lead Casework Spec	21
35892	P A Qual Contr Reviewer	20
35900	P A Quality Control Supv	8
41313	Soc Serv Pro Planner 3	1
41314	Soc Serv Prog Planner 4	9
41320	Soc Servs Career Tr	7
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	1
42745	Stat Research Supv	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
49102	Weatherization Spec 2	4
49103	Weatherization Spec 3	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	14
00116	Account Technician II	10
11415	Data Proc Admin Spec	3
11430	Data Processing Spec	6
11436	Data Processing Supvr 2	2
11437	Data Processing Supvr 3	6
11440	Data Processing Tech	8
45312	Telecom Systems Tech 1	1
45313	Telecom Systems Tech 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	34
14032	Executive Secretary 2	14
14033	Executive Secretary 3	10
19690	Human Resources Asst	3
19691	Human Resources Assoc	8
19694	Human Resources Trainee	2
29993	Office Administrator 3	20
29994	Office Administrator 4	62
29995	Office Administrator 5	7
30025	Office Coordinator	207
30080	Office Specialist	27
34201	Private Secretary 1	1

State of Illinois
List of Established Job Titles by EEO Category
Healthcare & Family Srv

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	14
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
00112	Account Clerk II	4
11420	Data Processing Asst	2
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
29992	Office Administrator 2	1
30010	Office Assistant	53
30015	Office Associate	156
30020	Office Clerk	31
38203	Reproduc Serv Tech 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	2
43052	Storekeeper II	2
43053	Storekeeper III	1
43060	Stores Clerk	3

AGENCY EEO/AA PROFILE

Agency: Historic Preservation Agency

Director: Janet Grimes

EEO/AA Officer: Tad Allen

Agency Workforce: 242

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 African American and 9 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 15 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 African American and 9 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 15 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 African American and 9 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 15 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 African American and 9 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 15 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 African American and 9 Females. During the year, there were 3 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 15 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

During FY08, EEO/AA reports were late on several occasions, resulting in a late notice sent to the agency. The agency should attempt to meet report deadlines next year.

Underutilization Summary by Region

Name of Agency: HISTORIC PRESERVATION AGENCY (48)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7													2								
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7	1												1					4			
8																					
9																		2			
10																					
11																					
Total	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	6	0	0	

Total underutilization for African Americans: **1** Total underutilization for Hispanics: **0** Total underutilization for Females: **9**
 Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 10**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
 AA = African American H = Hispanic F = Female A = Asian NA = Native American
 DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Historic Preservation

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	20
40070	Senior Public Serv Adm	15
41211	Site Superintendent 1	3
41212	Site Superintendent 2	11
41213	Site Superintendent 3	9

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00501	Admin Assistant 1	2
00502	Administrative Asst 2	4
01440	Architect	2
13851	Executive 1	13
13852	Executive 2	14
18981	Hist Docum Conservator 1	1
18985	Hist Exhibits Designer	1
18987	Hist Lib Chf Of Acquisit	1
19002	Hist Research Editor 2	1
19008	Hist Research Spec	3
19692	Human Resources Rep	2
19880	Iconographer	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
21167	Inf Systems Analyst III	1
23401	Librarian 1	9
23430	Library Associate	6
24000	Local Hist Serv Rep	1
25610	Manuscripts Mgr	1
34725	Project Designer	4
35700	Pub Admin Intern	8
37003	Public Info Officer 3	1
37725	Ranger	4
41093	Site Interpretive Coord	21
41117	Site Services Spec 1	10
41118	Site Services Spec 2	8
41771	Staff Develop Spec I	5
48481	Vol Services Coord I	6
48482	Vol Services Coord II	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	3
00116	Account Technician II	1

State of Illinois
List of Established Job Titles by EEO Category
Historic Preservation

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13360	Electronics Technician	1
32086	Photographer 2	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17681	Guard 1	1
41115	Site Security Officer	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	6
14032	Executive Secretary 2	2
19690	Human Resources Asst	2
23421	Library Aide I	4
23450	Library Technical Asst	1
29990	Office Admin Specialist	1
30025	Office Coordinator	4
30080	Office Specialist	1
34201	Private Secretary 1	1
41090	Site Interpreter	12
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	1
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
30010	Office Assistant	4
30015	Office Associate	1
30020	Office Clerk	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
06650	Carpenter	2
13200	Electrician	1
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	2
05601	Building/Grounds Lead 1	3
09317	Conserv/Hist Preserv Wkr	44
41132	Site Technician 2	30

State of Illinois
List of Established Job Titles by EEO Category
Historic Preservation

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1

AGENCY EEO/AA PROFILE

Agency: Department of Human Rights

Director: Rocco J. Claps

EEO/AA Officer: Michelle Dirksen

Agency Workforce: 147

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 2 Asians. During this quarter there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 2 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized category; 1 or 50% (1 Asian) addressed underutilization.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 Asian. During this quarter there were no opportunities to hire/promote in the underutilized category.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 2 Asians. During the year, there were 3 opportunities to hire/promote in the underutilized category; 1 or 33% (1 Asian) addressed underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS DEPARTMENT (49)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				1																	
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Human Rights Department

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37004	Public Info Officer 4	1
37015	Public Service Adm	30
40070	Senior Public Serv Adm	13

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	7
00502	Administrative Asst 2	5
19771	Human Rights Mediator	1
19774	Human Rights Inv I	14
19775	Human Rights Inv II	13
19776	Human Rights Inv III	9
19780	Human Rights Spec 3	3
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	2
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
35700	Pub Admin Intern	6
45252	Tech Adv 2	2
45253	Tech Adv 3	3

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1
11435	Data Processing Supvr 1	1
11440	Data Processing Tech	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	2
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
30025	Office Coordinator	5
34202	Private Secretary 2	1
43200	Student Worker	3

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30005	Office Aide	1
30010	Office Assistant	1
30015	Office Associate	11

AGENCY EEO/AA PROFILE

Agency: Human Rights Commission

Executive Director: N. Keith Chambers **EEO/AA Officer:** Dr. Ewa I. Ewa

Agency Workforce: 20 **Fiscal Year:** 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 is at parity or all affirmative action groups.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: HUMAN RIGHTS COMMISSION (50-01)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Human Rights Commission

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	3
00502	Administrative Asst 2	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	1
45252	Tech Adv 2	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
34201	Private Secretary 1	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	3
30015	Office Associate	4

AGENCY EEO/AA PROFILE

Agency: Illinois Department of Human Services

Secretary: Carol L. Adams

EEO/AA Officer: Margaret LaPorte

Agency Workforce: 14,704

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 21 African Americans, 109 Hispanics, 55 Females, 23 Asians and 2 Native Americans. During this quarter there were 12 opportunities to hire/promote in the underutilized categories; 1 or 8% (1 Female) addressed underutilization. This agency is underutilized by 639 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 21 African Americans, 109 Hispanics, 54 Females, 23 Asians and 2 Native Americans. During this quarter there were 37 opportunities to hire/promote in the underutilized categories; 3 or 8% (1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 638 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 21 African Americans, 108 Hispanics, 52 Females, 23 Asians and 2 Native Americans. During this quarter there were 77 opportunities to hire/promote in the underutilized categories; 1 or 1% (1 Hispanic) addressed underutilization. This agency is underutilized by 634 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 21 African Americans, 107 Hispanics, 52 Females, 23 Asians and 2 Native Americans. During this quarter there were 68 opportunities to hire/promote in the underutilized categories; 3 or 4% (2 African Americans and 1 Female) addressed underutilization. This agency is underutilized by 626 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 21 African Americans, 109 Hispanics, 55 Females, 23 Asians and 2 Native Americans. During the year, there were 194 opportunities to hire/promote in the underutilized categories; 8 or 4% (2 African Americans, 2 Hispanics and 4 Females) addressed underutilization. This agency is underutilized by 626 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

1. The Department recommends that your agency initiate a training program in accordance with Section 7-105(h) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.
2. DHS must submit monthly affirmative action reports.

Underutilization Summary by Region

Name of Agency: HUMAN SERVICES (10)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1												74			1			19		
2												2						1		
3									1											
4							1													
5												5		9				2		
6									4											
7				2																
8						1	1							2				2		
9												1		2	1			1		
10																				
11									1				13					1		
Total	0	0	0	2	0	1	2	0	5	1	0	82	13	13	2	0	0	26	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									7		4	8	8	1			13		1	
2													1							
3																				
4																				
5	2					1					1	1	2				5			
6																				
7	2								1				1							
8		2											6							
9	2												1		9	1				
10																				
11	2												1				1			
Total	8	2	0	0	0	1	0	0	8	0	5	9	20	1	0	9	20	0	1	0

Total underutilization for African Americans: **24** Total underutilization for Hispanics: **115** Total underutilization for Females: **59**

Total underutilization for Asians: **30** Total underutilization for Native Americans: **3** **Total Underutilization: 231**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26400	Medical Adm 1 Opt C	1
26401	Medical Adm 1 Opt D	12
26402	Medical Adm 2 Opt C	2
26403	Medical Adm 2 Opt D	15
26404	Medical Administrator 3	3
26908	Mental Health Prog Admin	1
37004	Public Info Officer 4	2
37015	Public Service Adm	1224
40070	Senior Public Serv Adm	405
48483	Vol Services Coord III	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	33
00133	Accountant Advanced	25
00135	Accountant Supervisor	18
00140	Acctg Fiscl Admin Car Tr	1
00157	Activity Therapist	48
00160	Activity Therapist Coord	22
00163	Activity Therapist Supv	10
00501	Admin Assistant 1	185
00502	Administrative Asst 2	83
04351	Behavioral Analyst 1	7
04352	Behavioral Analyst II	6
04355	Behavioral Analyst Assoc	8
05810	Business Admin Spec	3
05815	Business Manager	16
06902	Chaplain II	5
08235	Clinical Pharmacist	16
08250	Clinical Psychologist	40
08255	Clin Psychology Assoc	1
11751	Dentist I	2
11752	Dentist II	8
12501	Dietary Manager I	11
12502	Dietary Manager II	13
12510	Dietitian	15
12530	Disabil Appeals Officer	2
12537	Disabil Claims Adjud 1	41
12538	Disabil Claims Adjud 2	43
12539	Disabil Claims Adjud Trn	1
12540	Disab Claims Analyst	6
12558	Disability Claims Spec	9
12980	Educ Media Prog Spec	2
13100	Educator	112

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13105	Educator-Provisional	1
13851	Executive 1	272
13852	Executive 2	187
17366	Graphic Arts Designer	2
17960	Habilitation Prog Coord	104
18041	Health Information Adm	14
18150	Health Fac Surv Nurse	6
18227	Hearng & Speech Adv Spec	11
18231	Hearing And Speech Assoc	8
18233	Hearing & Speech Spec	24
19670	Human Relations Rep	6
19692	Human Resources Rep	32
19693	Human Resources Spec	41
19785	Human Serv Caseworker	328
19788	Human Serv Casework Mgr	342
19810	H S Sign Lang Interpretr	1
21160	Information Serv Intern	9
21161	Inf Srvcs Specialist I	27
21162	Inf Srvcs Specialist II	50
21165	Inf Systems Analyst I	72
21166	Inf Systems Analyst II	69
21167	Inf Systems Analyst III	3
21731	Internal Security Inv 1	8
21732	Internal Security Inv 2	37
23401	Librarian 1	5
23430	Library Associate	1
25541	Mgmt Operations Anal I	11
25542	Mgmt Operations Anal 2	38
25583	Management Systems Spec	1
26811	Mental Health Adm I	88
26812	Mental Health Adm II	12
26817	Mental Health Adm Tr	8
26924	M H Specialist 1	21
26925	M H Specialist 2	17
26926	M H Specialist 3	4
26928	M H Specialist Tr	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	8
27133	Meth & Proc Adv III	5
29820	Nutritionist	10
29900	Occupational Therapist	10
29908	Occuptnl Ther Prog Coord	3
29910	Occup Therapist Supv	3
32145	Physical Therapist	3

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32200	Physician	29
32221	Physician Spec Opt A	19
32222	Physician Spec Opt B	24
32223	Physician Spec Opt C	37
32224	Physician Spec Opt D	38
32225	Physician Spec Opt E	4
34900	Property Consultant	8
35611	Psychologist 1	11
35612	Psychologist 2	37
35613	Psychologist 3	56
35626	Psychologist Associate	6
35660	Psychology Intern	4
35700	Pub Admin Intern	95
35750	Public Aid Appeals Adv	7
35880	P A Lead Casework Spec	20
35892	P A Qual Contr Reviewer	31
35900	P A Quality Control Supv	5
37002	Public Info Officer 2	1
37003	Public Info Officer 3	4
38001	Recreation Worker 1	4
38002	Recreation Worker 2	2
38131	Registered Nurse 1	166
38132	Registered Nurse 2	242
38135	Regis Nurse-Adv Practice	3
38145	Rehabilitation Counselor	146
38158	Rehab Counselor Senior	166
38159	Rehabilitatn Counslr Trn	139
38163	Rehab/Mobility Instruc	51
38167	Rehab/Mobility Instru Tr	25
38176	Rehab Serv Advisor I	51
38194	Rehab Workshop Supv 1	2
38195	Rehab Workshop Supv 2	2
38196	Rehab Wksh Supv III	2
38199	Reimbursement Officer 1	14
38200	Reimbursement Officer 2	7
38207	Research Economist 1	2
38270	Resident Physician	1
39200	School Psychologist	2
41312	Soc Serv Pro Planner II	2
41313	Soc Serv Pro Planner 3	88
41314	Soc Serv Prog Planner 4	43
41320	Soc Servs Career Tr	215
41411	Social Worker 1	9
41412	Social Worker 2	85

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41413	Social Worker 3	60
41414	Social Worker 4	21
41430	Social Worker Intern	10
41771	Staff Develop Spec I	74
41787	Staff Pharmacist	8
42742	Stat Research Spec 2	3
42743	Stat Research Spec 3	4
42745	Stat Research Supv	2
45252	Tech Adv 2	4
45308	Telecom Systems Analyst	2
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	72
00116	Account Technician II	23
02424	Asst Reimburse Officer	4
08200	Clinical Lab Associate	2
08213	Clinical Lab Phlebotomist	9
08215	Clinical Lab Tech 1	3
08216	Clinical Lab Tech 2	3
11440	Data Processing Tech	2
13300	Eeg Technician	1
13360	Electronics Technician	2
13732	Engineering Tech II	1
17400	Graphic Arts Tech	2
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	1
23551	Licensed Prac Nurse I	33
23552	Licensed Prac Nurse II	100
27011	Mental Health Tech I	131
27012	Mental Health Tech II	183
27013	Mental Health Tech III	113
27014	Mental Health Tech Iv	73
27015	Mental Health Tech V	24
27021	Mental Health Tech Tr I	25
32007	Pharmacist Lead Tech	6
32008	Pharmacist Technician	17
37500	Radiologic Technologist	6
37505	Radiologic Tech Chief	1
37507	Radio Tech Prog Coord	4
38192	Rehab Workshop Inst I	2
38193	Rehab Workshop Inst II	10

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38280	Residential Serv Supv	133
39901	Sec Therapy Aide I	89
39902	Sec Therapy Aide II	51
39903	Sec Therapy Aide III	6
39904	Sec Therapy Aide Iv	21
39905	Sec Therapy Aide Tr	6
42748	Stat Research Technician	2
48200	Vocational Instructor	12

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14435	Facil Fire Safety Coord	1
17682	Guard 2	2
17683	Guard 3	1
39870	Security Officer	33
39875	Security Officer Chief	10
39876	Secur Officer Lieutenant	12
39877	Security Officer Sgt	27
45830	Transportation Officer	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
07184	Child Development Aide	2
11650	Dental Assistant	9
11700	Dental Hygienist	8
13130	Educator Aide	8
14031	Executive Secretary 1	91
14032	Executive Secretary 2	37
14033	Executive Secretary 3	22
18047	Health Information Tech	8
18262	Hearing & Spch Tech II	3
19690	Human Resources Asst	4
19691	Human Resources Assoc	19
23450	Library Technical Asst	2
27135	Meth & Proc Car Assoc 1	4
27136	Meth & Proc Car Assoc 2	1
27137	Meth & Proc Car Assoc Tr	2
29993	Office Administrator 3	63
29994	Office Administrator 4	28
29995	Office Administrator 5	7
30025	Office Coordinator	164
30080	Office Specialist	11
32192	Physical Ther Aide II	5

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
32193	Physical Ther Aide III	5
34202	Private Secretary 2	1
35825	Pub Aid Eligibility Asst	114
38156	Rehab Counselor Aide II	1
38277	Residential Care Worker	25
38279	Residential Care Wkr Trn	4
43190	Student Intern	55
43200	Student Worker	87

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	33
08050	Clerical Trainee	2
08815	Comm Dispatcher	1
18045	Health Information Assoc	14
29991	Office Administrator 1	5
29992	Office Administrator 2	36
30005	Office Aide	7
30010	Office Assistant	293
30015	Office Associate	346
30020	Office Clerk	114
34792	Prop & Supply Clerk II	4
34793	Prop & Supply Clerk III	4
38141	Rehab Case Coord 1	93
38142	Rehab Case Coord 2	117
38203	Reproduc Serv Tech 1	3
44411	Switchboard Operator 1	57
44412	Switchboard Operator 2	6
44413	Switchboard Operator 3	17

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01231	App/Dry Goods Spec I	5
01232	App/Dry Goods Spec II	1
04100	Baker	1
04250	Barber	5
04350	Beautician	4
06650	Carpenter	17
13200	Electrician	14
24300	Locksmith	1
24750	Machinist	2
30800	Painter	19
32900	Plumber	13
38202	Reproduc Serv Supvr 2	1

State of Illinois
List of Established Job Titles by EEO Category
Human Services

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38204	Reproduc Serv Tech 2	4
38205	Reproduc Serv Tech 3	5
42600	Stationary Engineer	20
42605	Stationary Eng-Asst Chf	7
42610	Stationary Eng-Chief	20
42800	Steamfitter	6
45550	Tinsmith	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	14
05601	Building/Grounds Lead 1	2
05613	Bldg/Grounds Maint Wkr	1
09601	Cook I	18
09602	Cook II	15
17549	Grounds Supv	1
21465	Institutional Maint Wkr	4
23050	Laborer	1
23060	Laborer (Building)	3
25020	Maint Equip Operator	20
25500	Maintenance Worker	5
25510	Maint Worker Power Plant	6
42650	Stationary Fireman	8
43051	Storekeeper I	37
43052	Storekeeper II	13
43053	Storekeeper III	17
43060	Stores Clerk	11
44221	Support Service Coord 1	61
44222	Support Service Coord 2	15
44225	Support Service Lead	33
44238	Support Service Wkr	153

AGENCY EEO/AA PROFILE

Agency: State Board of Investment

Executive Director: William R. Atwood

EEO/AA Officer: Katherine A. Spinato

Agency Workforce: 10

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it has less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: INVESTMENT, STATE BOARD OF (50-95)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0
 Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization:** 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
 AA = African American H = Hispanic F = Female A = Asian NA = Native American
 DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Investment Board

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
34201	Private Secretary 1	1

AGENCY EEO/AA PROFILE

Agency: Juvenile Justice

Director: Kurt Friedenauer

Acting EEO/AA Officer: Vickie Fair

Agency Workforce: 1,183

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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.			*
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.			*
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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 6 African Americans, 17 Hispanics, 73 Females, and 16 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories, this opportunity did not address underutilization. This agency is underutilized by 110 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 6 African Americans, 17 Hispanics, 73 Females, and 16 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 110 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 6 African Americans, 17 Hispanics, 73 Females and 16 Asians. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 7 or 100% (1 African American, 4 Hispanics and 2 Females) addressed underutilization. This agency is underutilized by 110 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 5 African Americans, 13 Hispanics, 71 Females, and 16 Asians. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or (1 Hispanic) addressed underutilization. This agency is underutilized by 110 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 6 African Americans, 17 Hispanics, 73 Females, and 16 Asians. During the year, there were 10 opportunities to hire/promote in the underutilized; 8 or 80 % (1 African American, 5 Hispanics and 2 Females) addressed underutilization. This agency is underutilized by 110 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

* The agency uses an EEO/AA officer from another agency. Per the Human Rights Act, Section 2-105 (B)(4) and DHR rules, Section 2520.780, agencies with 1,000 or more employees must appoint a full-time EEO/AA officer, subject to DHR's approval. The agency should designate an individual as EEO/AA officer as indicted in the Act and Rules.

Underutilization Summary by Region

Name of Agency: JUVENILE JUSTICE (27)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1				1				88	27		2		1								
2																					
3								58													
4																					
5																					
6																					
7																					
8								10													
9																					
10																					
11							2	92	3												
Total	0	0	0	1	0	0	2	248	30	0	2	0	1	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1							1						1					3	1		
2																					
3													1								
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11													1			1		2			
Total	0	0	0	0	0	0	1	0	0	0	0	0	3	0	0	1	0	5	1	0	0

Total underutilization for African Americans: 3 Total underutilization for Hispanics: 3 Total underutilization for Females: 257

Total underutilization for Asians: 32 Total underutilization for Native Americans: 0 **Total Underutilization: 295**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	61
40070	Senior Public Serv Adm	31

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	5
00133	Accountant Advanced	2
00135	Accountant Supervisor	1
00501	Admin Assistant 1	1
00502	Administrative Asst 2	4
05810	Business Admin Spec	2
05815	Business Manager	2
06901	Chaplain 1	2
06902	Chaplain II	4
09655	Corr Casework Supv	13
09661	Corr Couns I	8
09662	Corr Couns II	13
09663	Corr Couns 3	3
09811	Cor Leisure Activ Spec 1	7
09812	Cor Leisure Act Spec 2	10
09814	Cor Leisure Act Spec 4	6
09825	Corrections Nurse 1	5
09826	Corrections Nurse 2	4
09880	Corr Voc School Supv	1
11752	Dentist II	1
13100	Educator	41
13852	Executive 2	5
19692	Human Resources Rep	5
21971	Juv Justice Specialist	10
21976	Juv Justice Spec Intern	8
21980	Juv Justice Supervisor	10
23430	Library Associate	7
35612	Psychologist 2	2
35613	Psychologist 3	3
35700	Pub Admin Intern	5
41412	Social Worker 2	4
41413	Social Worker 3	5
48482	Vol Services Coord II	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	7
09801	Corr Identification Tech	2

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09808	Corr Laundry Mgr 1	3
09879	Corr Vocational Instr	20
13360	Electronics Technician	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09871	Corr Trans Officer I	1
09872	Corr Trans Officer II	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
11650	Dental Assistant	1
14031	Executive Secretary 1	8
14032	Executive Secretary 2	1
14033	Executive Secretary 3	9
19691	Human Resources Assoc	1
29990	Office Admin Specialist	3
29993	Office Administrator 3	8
30025	Office Coordinator	14
34202	Private Secretary 2	1
43200	Student Worker	9

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	3
09773	Corrections Clerk III	1
18045	Health Information Assoc	1
30010	Office Assistant	9
30015	Office Associate	32
30020	Office Clerk	1
44411	Switchboard Operator 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
05200	Brickmason	1
06650	Carpenter	4
09818	Corrections Locksmith	1
09821	Corr Maint Craftsman	6
13200	Electrician	5
30800	Painter	3
32900	Plumber	4
42600	Stationary Engineer	3
42605	Stationary Eng-Asst Chf	4
42610	Stationary Eng-Chief	3

State of Illinois
List of Established Job Titles by EEO Category
Juvenile Justice

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09793	Corrctns Food Serv Sup 1	8
09794	Corrctns Food Serv Sup 2	8
09795	Corrctns Food Serv Sup 3	5
09796	Corr Grounds Supv	1
09823	Corrections Maint Worker	6
09824	Corr Medical Technician	1
09861	Corr Supply Supv I	8
09862	Corr Supply Supv II	8
09863	Corr Supply Supv III	2
23060	Laborer (Building)	1
25020	Maint Equip Operator	1
25510	Maint Worker Power Plant	1
42650	Stationary Fireman	2
45700	Trades Tender	1

AGENCY EEO/AA PROFILE

Agency: Department of Labor

Director: Catherine Shannon

EEO/AA Officer: Melissa Lange

Agency Workforce: 81

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 African American and 2 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 5 people with disabilities.

SECOND THROUGH THIRD QUARTERS (10/1/07 THROUGH 3/31/08)

As of 10/1/07, agency underutilization was 1 African American and 2 Females. During these quarters there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 5 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 African American and 2 Females. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity 1 or 100% (1 African American) did address underutilization. This agency is underutilized by 5 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 African American and 2 Females. During the year, there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 African American) did address underutilization. This agency is underutilized by 5 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: LABOR (15)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7								1					2								
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 3

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 3**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Labor

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	8
40070	Senior Public Serv Adm	7

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	11
13851	Executive 1	3
13852	Executive 2	4
18300	Hearings Referee	1
19692	Human Resources Rep	1
21127	Ind Serv Hygienist	3
21160	Information Serv Intern	1
22750	Labor Conciliator	10
35700	Pub Admin Intern	4
42743	Stat Research Spec 3	1
45253	Tech Adv 3	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1
00116	Account Technician II	2
08919	Compliance Officer	6
13837	Equal Pay Specialist	1
37007	Public Safety Inspector	7

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
19691	Human Resources Assoc	1
29994	Office Administrator 4	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1
43190	Student Intern	2
43200	Student Worker	3
48770	Wage Claims Spec	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	9
30020	Office Clerk	1

AGENCY EEO/AA PROFILE

Agency: Labor Relations Board

Executive Director: John Brosnan

EEO/AA Officer: Carla Stone

Agency Workforce: 20

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 calculated at parity for all affirmative action groups, except for people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: LABOR RELATIONS BOARD (50-18)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Labor Relations Bd State

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	10
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	1
13851	Executive 1	1
13852	Executive 2	1
35700	Pub Admin Intern	2
45252	Tech Adv 2	3

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
14032	Executive Secretary 2	1
30080	Office Specialist	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
08050	Clerical Trainee	1
30015	Office Associate	1

AGENCY EEO/AA PROFILE

Agency: Law Enforcement Training and Standards Board

Executive Director: Dr. Thomas J. Jurkanin

EEO/AA Officer: Luann Hickman

Agency Workforce: 20

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 groups.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: LAW ENFORCEMENT TRAINING & STANDARDS BOARD (50-88)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
 List of Established Job Titles by EEO Category
 Law Enf Trng&Standard Bd

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	4
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	4
13852	Executive 2	3
32990	Police Training Spec	3
35700	Pub Admin Intern	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
30080	Office Specialist	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	1
30015	Office Associate	1
44411	Switchboard Operator 1	1

AGENCY EEO/AA PROFILE

Agency: Medical District Commission

Executive Director: Samuel W. Pruet

EEO/AA Officer: Mark S. Jamil

Agency Workforce: 7

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: MEDICAL DISTRICT COMMISSION (50-54)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Medical District Comm

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13852	Executive 2	3
35700	Pub Admin Intern	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
34202	Private Secretary 2	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
23060	Laborer (Building)	1

AGENCY EEO/AA PROFILE

Agency: Department of Military Affairs

Major General: William L. Enyart

EEO/AA Officer: Doug Wagner

Agency Workforce: 232

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 African American and 37 Females. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 16 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 African American and 37 Females. During this quarter there were 2 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 16 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 African American and 37 Females. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 3 or 50% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 16 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 35 Females. During this quarter there were no opportunities to hire/promote in the underutilized category. This agency is underutilized by 16 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 African American and 37 Females. During the year, there were 8 opportunities to hire/promote in the underutilized category; 3 or 38% (1 African American and 2 Females) addressed underutilization. This agency is underutilized by 16 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: MILITARY AFFIARS (35)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																		8			
5																					
6																					
7								1					1					7			
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	15	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																		6			
2																		1			
3																					
4																					
5																1		4			
6																					
7																		4			
8																					
9																					
10																		1			
11																		2			
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	18	0	0	

Total underutilization for African Americans: **1** Total underutilization for Hispanics: **0** Total underutilization for Females: **35**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 36**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Military Affairs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	3
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00133	Accountant Advanced	1
00501	Admin Assistant 1	1
13851	Executive 1	1
19692	Human Resources Rep	2
19693	Human Resources Spec	1
21165	Inf Systems Analyst I	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13732	Engineering Tech II	1
13733	Engineering Tech III	2

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	1
39877	Security Officer Sgt	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	2
30025	Office Coordinator	2
30080	Office Specialist	1
34202	Private Secretary 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27182	Microfilm Operator II	1
30015	Office Associate	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	3
32900	Plumber	2
38119	Ref & Air Cond Repairer	1
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	44
05601	Building/Grounds Lead 1	8

State of Illinois
List of Established Job Titles by EEO Category
Military Affairs

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05605	Building/Grounds Supv	4
05613	Bldg/Grounds Maint Wkr	21
43052	Storekeeper II	1

AGENCY EEO/AA PROFILE

Agency: Department of Natural Resources

Acting Director: Sam Flood

EEO/AA Officer: Gloria Helms

Agency Workforce: 1,233

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 41 African Americans, 16 Hispanics, 215 Females and 3 Asians. During this quarter there were 10 opportunities to hire/promote in the underutilized categories; 2 or 20% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 87 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 40 African Americans, 16 Hispanics, 214 Females and 3 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories; 1 or 100% (1 Female) addressed underutilization. This agency is underutilized by 87 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 40 African Americans, 16 Hispanics, 213 Females and 3 Asians. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 87 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 40 African Americans, 16 Hispanics, 213 Females and 3 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 2 or 67% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 87 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 41 African Americans, 16 Hispanics, 215 Females and 3 Asians. During the year, there were 15 opportunities to hire/promote in the underutilized categories; 5 or 33% (2 African Americans and 3 Females) addressed underutilization. This agency is underutilized by 87 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: NATURAL RESOURCES (12)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1		1				5	3	10	1							8	4	7		
2			3			1		7								1	1	5		
3								4												
4			2			1		8					2							
5			2					4												
6								3												
7			19			2					1									
8			1					6												
9						1		7								3		6		
10			2					12												
11	1		6			3		16					1			1		5		
Total	1	1	35	0	0	13	3	77	1	0	1	0	3	0	0	13	5	23	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																6	5	10	1	
2																1	1	7		
3																		2		
4																1		2		
5																		4		
6																				
7	1																		5	
8																			6	
9																			3	
10																			6	
11																2	1	16		
Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	7	61	1	0

Total underutilization for African Americans: **39** Total underutilization for Hispanics: **16** Total underutilization for Females: **199**

Total underutilization for Asians: **2** Total underutilization for Native Americans: **0** **Total Underutilization: 256**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
28834	Nat Res Educ Prog Coord	3
28835	Nat Res Grant Coord	1
28836	Nat Res Manager 1	23
28837	Nat Res Manager 2	32
28838	Nat Res Manager 3	6
28841	Nat Res Site Manager 1	5
28842	Nat Res Site Manager 2	6
37004	Public Info Officer 4	5
37015	Public Service Adm	109
40070	Senior Public Serv Adm	90
41211	Site Superintendent 1	17
41212	Site Superintendent 2	47
41213	Site Superintendent 3	30

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	10
00133	Accountant Advanced	3
00135	Accountant Supervisor	7
00501	Admin Assistant 1	22
00502	Administrative Asst 2	20
01440	Architect	1
06941	Chemist 1	1
06942	Chemist 2	1
07601	Civil Engineer 1	5
07602	Civil Engineer 2	10
07603	Civil Engineer 3	17
07604	Civil Engineer 4	6
07607	Civil Engineer Trn	5
09300	Conserv Educ Rep	17
09311	Conserv Grant Admin 1	4
09312	Conserv Grant Admin 2	7
09313	Conserv Grant Admin 3	6
09347	Conserv Police Sergeant	24
13793	Envir Prot Eng 3	1
13803	Envir Prot Geo III	1
13821	Envir Prot Spec 1	1
13822	Envir Prot Spec 2	1
13823	Envir Prot Spec 3	8
13824	Envir Prot Spec Iv	5
13851	Executive 1	29
13852	Executive 2	23
17271	Geographic Info Secp 1	5
17272	Geographic Info Spec 2	8

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19692	Human Resources Rep	4
19693	Human Resources Spec	5
21161	Inf Svcs Specialist I	2
21162	Inf Svcs Specialist II	6
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	1
23093	Land Acquis Agent 3	11
23131	Land Reclamation Spec 1	1
23132	Land Reclamation Spec 2	3
23145	Landscape Architect	10
23150	Landscape Planner	1
23402	Librarian 2	1
23430	Library Associate	1
26203	Mechanical Engineer 3	1
27152	Microbiologist 2	1
28831	Natural Resources Coord	28
28832	Natural Resources Spec	112
28833	Natural Resour Adv Spec	48
34725	Project Designer	1
35700	Pub Admin Intern	7
37003	Public Info Officer 3	3
37725	Ranger	58
38281	Resources Planner 1	1
38282	Resources Planner 2	1
38283	Resources Planner III	11
40090	Senior Ranger	1
41071	Site Assistant Supt 1	55
41072	Site Assistant Supt 2	16
41771	Staff Develop Spec I	1
45252	Tech Adv 2	1
45253	Tech Adv 3	1
45261	Technical Mgr 1	1
48481	Vol Services Coord I	1
48482	Vol Services Coord II	3
49421	Well Insp 1	3
49422	Well Insp 2	4

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	8
13340	Elec Equip Instal/Repair	1
13345	El Eq Inst/Repair Ld Wkr	1
13731	Engineering Tech 1	4

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13732	Engineering Tech II	4
13733	Engineering Tech III	10
13734	Engineering Tech Iv	6
13785	Envir Protection Assoc	1
13811	Envir Prot Legal Inv I	2
22997	Laboratory Associate 1	1
28852	Natural Resource Tech 2	27
32086	Photographer 2	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09341	Conserv Police Officer 1	18
09342	Conserv Police Officer 2	29
09345	Conserv Pol Officer Tr	1
17681	Guard 1	2
41115	Site Security Officer	11
42230	State Mine Inspector	14
42240	State Mine Insp-At-Large	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	10
14032	Executive Secretary 2	11
14033	Executive Secretary 3	4
19690	Human Resources Asst	1
19691	Human Resources Assoc	3
29990	Office Admin Specialist	2
29993	Office Administrator 3	9
29994	Office Administrator 4	4
29995	Office Administrator 5	2
30025	Office Coordinator	61
30080	Office Specialist	8
34202	Private Secretary 2	2
43190	Student Intern	21
43200	Student Worker	51

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	1
11425	Data Processing Oper	1
27182	Microfilm Operator II	1
30010	Office Assistant	32
30015	Office Associate	83

State of Illinois
List of Established Job Titles by EEO Category
Natural Resources

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30075	Office Occupations Tr	2
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	2

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	1
06650	Carpenter	1
09561	Construction Supv I	1
09562	Construction Supv II	1
13200	Electrician	1
32900	Plumber	1
33360	Power Shovel Opr (Maint)	2
42600	Stationary Engineer	1
42605	Stationary Eng-Asst Chf	1
49061	Waterways Const Supv I	5
49062	Waterways Const Supv II	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	5
05601	Building/Grounds Lead 1	3
05605	Building/Grounds Supv	1
05613	Bldg/Grounds Maint Wkr	2
09317	Conserv/Hist Preserv Wkr	140
21687	Intermit Laborer Maint	5
24290	Lock And Dam Tender	1
28851	Natural Resource Tech 1	8
41131	Site Technician 1	12
41132	Site Technician 2	203
43051	Storekeeper I	5
43052	Storekeeper II	1

AGENCY EEO/AA PROFILE

Agency: Illinois State Police

Director: Larry G. Trent

EEO/AA Officer: Suzanne L. Y. Bond

Agency Workforce: 3,477

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 88 African Americans, 16 Hispanics, 353 Females, 19 Asians and 1 Native American. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 2 or 100% (2 Hispanics) addressed underutilization. This agency is underutilized by 273 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 88 African Americans, 14 Hispanics, 353 Females, 19 Asians and 1 Native American. During this quarter there were 140 opportunities to hire/promote in the underutilized categories; 50 or 36% (24 African Americans, 1 Hispanic and 25 Females) addressed underutilization. This agency is underutilized by 273 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 64 African Americans, 13 Hispanics, 328 Females, 19 Asians and 1 Native American. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 273 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 64 African Americans, 13 Hispanics, 328 Females, 19 Asians and 1 Native American. During this quarter there were 34 opportunities to hire/promote in the underutilized categories; 23 or 68% (10 African Americans, 2 Hispanics, 8 Females, 2 Asians and 1 Native American) addressed underutilization. This agency is underutilized by 272 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 88 African Americans, 16 Hispanics, 353 Females, 19 Asians and 1 Native American. During the year, there were 177 opportunities to hire/promote in the underutilized categories; 75 or 42% (34 African Americans, 5 Hispanics, 33 Females, 2 Asians and 1 Native American) addressed underutilization. This agency is underutilized by 272 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The agency does a good job in addressing its goals. Next year, progress needs to be made in addressing its disability related goal.

Underutilization Summary by Region

Name of Agency: STATE POLICE (21)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1			2			15	4	4	13		11	1	43	3				34	1	
2								2			2		9			1	2	7		
3													5			2		6		
4						1					1		5			1	1	5		
5								1			1		12				2	7		
6													5	1			1			
7	2	1	2			3		2					21			1	1	6		
8								2			1		8			2		7		
9						1		1					11				1	15		
10											1		5				1	6		
11								2				1	11			4		14		
Total	2	1	4	0	0	20	4	14	13	0	17	2	135	4	0	11	9	107	1	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1							1		1								1	2		
2						1	1													
3																				
4																				
5																				
6																				
7	1					3												3		
8																				
9						1														
10																				
11																				
Total	1	0	0	0	0	5	2	0	1	0	0	0	0	0	0	0	1	5	0	0

Total underutilization for African Americans: **56** Total underutilization for Hispanics: **19** Total underutilization for Females: **265**

Total underutilization for Asians: **19** Total underutilization for Native Americans: **0** **Total Underutilization: 359**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
State Police

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	228
40070	Senior Public Serv Adm	90

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	4
00133	Accountant Advanced	3
00135	Accountant Supervisor	7
00140	Acctg Fiscl Admin Car Tr	1
00501	Admin Assistant 1	79
00502	Administrative Asst 2	39
08860	Communications Sys Spec	1
10161	Crim Intelligence Anal 1	17
10162	Crim Intelligence Anal 2	23
10165	Crim Intellig Analy Spec	8
10231	Crim Justice Spec 1	1
10232	Crim Justice Spec 2	1
13851	Executive 1	45
13852	Executive 2	49
15891	Forensic Scientist 1	51
15892	Forensic Scientist 2	47
15893	Forensic Scientist 3	78
15897	Forensic Scientist Tr	27
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19693	Human Resources Spec	2
21160	Information Serv Intern	4
21161	Inf Srvcs Specialist I	20
21162	Inf Srvcs Specialist II	28
21165	Inf Systems Analyst I	21
21166	Inf Systems Analyst II	31
21167	Inf Systems Analyst III	2
21731	Internal Security Inv 1	3
21732	Internal Security Inv 2	3
25541	Mgmt Operations Anal I	2
25542	Mgmt Operations Anal 2	2
25545	Mgt Oper Analyst Tr	1
27131	Meth & Proc Adv 1	2
27132	Meth & Proc Adv 2	3
33003	Polygraph Exam 3	9
35700	Pub Admin Intern	6
37002	Public Info Officer 2	1
37003	Public Info Officer 3	1
41771	Staff Develop Spec I	1

State of Illinois
List of Established Job Titles by EEO Category
State Police

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41782	Staff Develop Tech II	2
42002	St Police Field Spec 2	8
42743	Stat Research Spec 3	1
45251	Technical Advisor 1	1
45252	Tech Adv 2	1
45308	Telecom Systems Analyst	1
45371	Terror Research Spec 1	1
45372	Terror Research Spec 2	1
45375	Terror Research Spec Trn	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	15
03502	Audio Visual Tech II	1
05170	Breath Alcohol Anal Tech	6
08831	Comm Equip Tech I	20
08832	Comm Equipment Tech 2	10
08833	Comm Equipment Tech 3	28
09980	Crime Scene Inv	1
11430	Data Processing Spec	6
11440	Data Processing Tech	6
11443	Data Processing Tech Trn	2
13340	Elec Equip Instal/Repair	1
15204	Fingerprint Technician	3
32086	Photographer 2	1
45305	Telecommunication Supv	21
45312	Telecom Systems Tech 1	1
46100	Truck Weighing Insp	21

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	2
32977	Police Lieutenant	5
32981	Police Officer I	26
32982	Police Officer II	2
32983	Police Officer III	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	21
14032	Executive Secretary 2	5
14033	Executive Secretary 3	5

State of Illinois
List of Established Job Titles by EEO Category
State Police

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19690	Human Resources Asst	1
19691	Human Resources Assoc	1
27135	Meth & Proc Car Assoc 1	1
29993	Office Administrator 3	22
29994	Office Administrator 4	26
29995	Office Administrator 5	5
30025	Office Coordinator	61
30080	Office Specialist	23
33005	Polygraph Examiner Trn	1
41801	St Police Crime Inf Eval	4
41901	St Pol Evidence Tech 1	9
41902	St Pol Evidence Tech 2	27
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	3
21686	Intermittent Clerk	4
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	34
30015	Office Associate	47
30020	Office Clerk	7
34791	Prop & Supply Clerk I	3
45322	Telecom Call Taker	1
45325	Telecommunicator Trn	20
45326	Telecommunicator Spec	23
45327	Telecommunicator Ld Spec	22

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
13200	Electrician	2
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	2
42610	Stationary Eng-Chief	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05598	Building/Grounds Laborer	7
05601	Building/Grounds Lead 1	4
05605	Building/Grounds Supv	1

State of Illinois
List of Established Job Titles by EEO Category
State Police

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05613	Bldg/Grounds Maint Wkr	9
23080	Laborer (Maintenance)	1
25020	Maint Equip Operator	2
43051	Storekeeper I	6
43052	Storekeeper II	2
43053	Storekeeper III	2
43060	Stores Clerk	1

AGENCY EEO/AA PROFILE

Agency: State Police Merit Board

Executive Director: Ronald P. Cooley **EEO/AA Officer:** Melinda G. Gutierrez

Agency Workforce: 5 **Fiscal Year:** 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 was not required to calculate utilization because it had less than five employees in any of the EEO job categories. Any analysis conducted with a value of less than five would be considered unreliable.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: STATE POLICE MERIT BOARD (50-33)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
State Police Merit Board

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1
40070	Senior Public Serv Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19693	Human Resources Spec	2
21160	Information Serv Intern	1
21165	Inf Systems Analyst I	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	1
43190	Student Intern	1
43200	Student Worker	1

AGENCY EEO/AA PROFILE

Agency: Prisoner Review Board

Chairman: Jorge Montes

EEO/AA Officer: Nicole Damhoff

Agency Workforce: 19

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: PRISONER REVIEW BOARD (50-78)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.
 AA = African American H = Hispanic F = Female A = Asian NA = Native American
 DHR 11-AAP (Rev 12-03)

State of Illinois
List of Established Job Titles by EEO Category
Prisoner Review Board

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	1

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00135	Accountant Supervisor	1
00502	Administrative Asst 2	1
13851	Executive 1	5
21165	Inf Systems Analyst I	1
35700	Pub Admin Intern	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14033	Executive Secretary 3	1
29994	Office Administrator 4	8
30025	Office Coordinator	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	1
30010	Office Assistant	9
30020	Office Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	1
43052	Storekeeper II	1

AGENCY EEO/AA PROFILE

Agency: Property Tax Appeal Board

Acting Executive Director: Steven M. Waggoner **EEO/AA Officer:** Becky Moody

Agency Workforce: 22 **Fiscal Year:** 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 groups, except people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: PROPERETY TAX APPEAL BOARD (50-48)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 0

Total underutilization for Asians: 0 Total underutilization for Native Americans: 0 **Total Underutilization: 0**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Property Tax Appeal Bd

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37004	Public Info Officer 4	1
37015	Public Service Adm	7
40070	Senior Public Serv Adm	2

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00501	Admin Assistant 1	2
00502	Administrative Asst 2	3
01252	Appraisal Specialist 2	1
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	1
21166	Inf Systems Analyst II	1
45252	Tech Adv 2	2
45253	Tech Adv 3	2

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	1
29994	Office Administrator 4	1
30025	Office Coordinator	1
43200	Student Worker	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
30010	Office Assistant	2
30015	Office Associate	4

AGENCY EEO/AA PROFILE

Agency: Department of Public Health

Director: Damon T. Arnold, M.D., M.P.H. **EEO/AA Officer:** Robin Tucker-Smith

Agency Workforce: 1,135 **Fiscal Year:** 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 3 African Americans, 5 Hispanics, 2 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 81 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 3 African Americans, 5 Hispanics, 2 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 3 African Americans, 5 Hispanics, 2 Females and 1 Asian. During this quarter there were 7 opportunities to hire/promote in the underutilized categories; 1 or 14% (1 Hispanic) addressed underutilization. This agency is underutilized by 81 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 3 African Americans, 4 Hispanics, 2 Females and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized categories. This opportunity did not address underutilization. This agency is underutilized by 81 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 3 African Americans, 5 Hispanics, 2 Females and 1 Asian. During the year, there were 10 opportunities to hire/promote in the underutilized categories; 1 or 10% (1 Hispanic) addressed underutilization. This agency is underutilized by 81 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

The Department recommends that your agency establish a training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.

Underutilization Summary by Region

Name of Agency: PUBLIC HEALTH (20)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1							1														
2						2															
3																					
4						2															
5																					
6						1			1												
7							1														
8																					
9						1															
10																					
11																					
Total	0	0	0	0	0	6	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7						1												2			
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0

Total underutilization for African Americans: 7 Total underutilization for Hispanics: 2 Total underutilization for Females: 2

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 12**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26400	Medical Adm 1 Opt C	2
26401	Medical Adm 1 Opt D	2
26402	Medical Adm 2 Opt C	1
26404	Medical Administrator 3	4
26405	Medical Administrator 4	1
32910	Pldg Consultant	1
36430	Public Health Educator	11
37015	Public Service Adm	387
40070	Senior Public Serv Adm	119
47941	Vision/Hearing Cons I	1
47942	Vision/Hearing Cons II	3

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	19
00133	Accountant Advanced	5
00135	Accountant Supervisor	8
00140	Acctg Fiscl Admin Car Tr	3
00501	Admin Assistant 1	75
00502	Administrative Asst 2	25
01440	Architect	14
05541	Bldg Construction Insp I	2
05815	Business Manager	1
06941	Chemist 1	2
06942	Chemist 2	3
06943	Chemist 3	5
08220	Clinical Lab Technolog 1	26
08221	Clinical Lab Technol 2	15
08229	Clinical Lab Tech Trn	6
13180	Electrical Engineer	1
13751	Environmental Eng 1	2
13752	Environmental Eng 2	1
13753	Environmental Eng 3	5
13754	Environmental Eng 4	6
13768	Environmntl Hlth Spec 1	15
13769	Environmntl Hlth Spec 2	18
13770	Environmntl Hlth Spec 3	45
13851	Executive 1	27
13852	Executive 2	34
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
18011	Hlth Facil Surveyor 1	6
18012	Hlth Facil Surveyor 2	27

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
18013	Hlth Facil Surveyor 3	8
18150	Health Fac Surv Nurse	40
19692	Human Resources Rep	1
19693	Human Resources Spec	3
21160	Information Serv Intern	11
21161	Inf Srvcs Specialist I	14
21162	Inf Srvcs Specialist II	11
21165	Inf Systems Analyst I	7
21166	Inf Systems Analyst II	9
21167	Inf Systems Analyst III	1
23022	Lab Quality Spec 2	9
23025	Lab Research Scientist	9
23027	Lab Research Spec 1	2
23028	Lab Research Spec 2	1
23401	Librarian 1	1
23600	Life Sci Career Trainee	2
25541	Mgmt Operations Anal I	3
25542	Mgmt Operations Anal 2	3
25545	Mgt Oper Analyst Tr	2
25583	Management Systems Spec	2
27131	Meth & Proc Adv 1	5
27132	Meth & Proc Adv 2	20
27133	Meth & Proc Adv III	10
27151	Microbiologist 1	2
27152	Microbiologist 2	3
30317	Oral Health Consultant	4
34725	Project Designer	3
35700	Pub Admin Intern	30
36434	P H Educator Assoc	4
36611	P H Program Spec 1	11
36612	P H Program Spec 2	12
36613	P H Program Spec 3	18
38132	Registered Nurse 2	3
38207	Research Economist 1	1
38232	Research Scientist 2	2
38233	Research Scientist 3	1
41312	Soc Serv Pro Planner II	1
41313	Soc Serv Pro Planner 3	2
41314	Soc Serv Prog Planner 4	1
41771	Staff Develop Spec I	1
42741	Stat Research Spec 1	1
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
45252	Tech Adv 2	2

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
47943	Vision/Hearing Cons III	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	1
00118	Account Technician Tr	1
08200	Clinical Lab Associate	3
08215	Clinical Lab Tech 1	1
08216	Clinical Lab Tech 2	7
13733	Engineering Tech III	1
13734	Engineering Tech Iv	4
22997	Laboratory Associate 1	3
22998	Laboratory Associate 2	2
32915	Plumbing Inspector	6
48000	Vit Rec Qual Cont Insp	9

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	4
14031	Executive Secretary 1	3
14032	Executive Secretary 2	7
14033	Executive Secretary 3	3
19690	Human Resources Asst	1
19691	Human Resources Assoc	2
27135	Meth & Proc Car Assoc 1	8
27136	Meth & Proc Car Assoc 2	2
27137	Meth & Proc Car Assoc Tr	3
29993	Office Administrator 3	27
29994	Office Administrator 4	2
29995	Office Administrator 5	2
30025	Office Coordinator	35
30080	Office Specialist	6
34202	Private Secretary 2	1
43190	Student Intern	1
43200	Student Worker	3

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	2
27182	Microfilm Operator II	1
30010	Office Assistant	29
30015	Office Associate	87
30020	Office Clerk	9

State of Illinois
List of Established Job Titles by EEO Category
Public Health

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38202	Reproduc Serv Supvr 2	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43051	Storekeeper I	4
43052	Storekeeper II	3
43053	Storekeeper III	3
43060	Stores Clerk	2

AGENCY EEO/AA PROFILE

Agency: State Retirement Systems

Acting Executive Secretary: Timothy B. Blair

EEO/AA Officer: Becky Tobias

Agency Workforce: 81

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.			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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 African American. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization. This agency is at parity for people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 African American. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization.

THIRD THROUGH FOURTH QUARTERS 1/1/08 THROUGH 6/30/08)

As of 1/1/08, agency underutilization was 1 African American. During these quarters there were no opportunities to hire/promote in the underutilized category.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 African American. During the year, there were 2 opportunities to hire/promote in the underutilized category. These opportunities did not address underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: STATE RETIREMENT SYSTEMS (50-74)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7						1															
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: **1** Total underutilization for Hispanics: **0** Total underutilization for Females: **0**

Total underutilization for Asians: **0** Total underutilization for Native Americans: **0** **Total Underutilization: 1**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
State Retirement Systems

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	13
40070	Senior Public Serv Adm	6

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	7
00133	Accountant Advanced	4
00501	Admin Assistant 1	1
00502	Administrative Asst 2	1
13851	Executive 1	3
13852	Executive 2	5
19692	Human Resources Rep	2
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	2
27133	Meth & Proc Adv III	1
38310	Ret Sys Disabil Spec	4

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	4
00116	Account Technician II	3
11430	Data Processing Spec	1
11440	Data Processing Tech	1
21562	Insurance Analyst II	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14032	Executive Secretary 2	1
29993	Office Administrator 3	1
29994	Office Administrator 4	2
30025	Office Coordinator	3
30080	Office Specialist	4
30961	Pen & Death Benft Tech 1	1
30962	Pen & Death Benft Tech 2	1

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	2
30010	Office Assistant	6
30015	Office Associate	9

State of Illinois
List of Established Job Titles by EEO Category
State Retirement Systems

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

AGENCY EEO/AA PROFILE

Agency: Department Revenue

Director: Brian A. Hamer

EEO/AA Officer: Ruby Taylor

Agency Workforce: 1,983

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 4 African Americans, 18 Hispanics, 18 Females and 4 Asians. During this quarter there were 8 opportunities to hire/promote in the underutilized categories; 3 or 38% (1 Hispanic and 2 Females) addressed underutilization. This agency is underutilized by 36 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 4 African Americans, 17 Hispanics, 16 Females and 4 Asians. During this quarter there were 3 opportunities to hire/promote in the underutilized categories; 1 or 33% (1 Hispanic) addressed underutilization. This agency is underutilized by 36 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 4 African Americans, 16 Hispanics, 16 Females and 4 Asians. During this quarter there were 41 opportunities to hire/promote in the underutilized categories; 11 or 27% (1 African American and 10 Females) addressed underutilization. This agency is underutilized by 33 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 3 African Americans, 16 Hispanics, 6 Females and 4 Asians. During this quarter there were 4 opportunities to hire/promote in the underutilized categories; 2 or 50% (1 African American and 1 Female) addressed underutilization. This agency is underutilized by 33 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 4 African Americans, 18 Hispanics, 18 Females and 4 Asians. During the year, there were 56 opportunities to hire/promote in the underutilized categories; 17 or 30% (2 African Americans, 2 Hispanics and 13 Females) addressed underutilization. This agency is underutilized by 33 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: REVENUE (25)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1	1		3	1			16													
2						1		1												
3																				
4																				
5																				
6																				
7				1			4				3			1						
8																				
9								2												
10																				
11								2												
Total	1	0	3	2	0	1	20	5	0	0	3	0	0	1	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7													1					1		
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0

Total underutilization for African Americans: 5 Total underutilization for Hispanics: 20 Total underutilization for Females: 10

Total underutilization for Asians: 3 Total underutilization for Native Americans: 0 **Total Underutilization: 38**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01253	Appraisal Specialist 3	2
37015	Public Service Adm	316
40070	Senior Public Serv Adm	149

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	13
00133	Accountant Advanced	6
00135	Accountant Supervisor	5
00501	Admin Assistant 1	54
00502	Administrative Asst 2	32
01251	Appraisal Specialist 1	2
01255	Appraisal Specialist Trn	1
13851	Executive 1	16
13852	Executive 2	15
17271	Geographic Info Sepc 1	1
17272	Geographic Info Spec 2	1
17276	Geographic Info Trn	1
17325	Governmental Career Trn	1
17366	Graphic Arts Designer	1
19692	Human Resources Rep	9
19693	Human Resources Spec	8
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	19
21162	Inf Srvcs Specialist II	22
21165	Inf Systems Analyst I	26
21166	Inf Systems Analyst II	53
21167	Inf Systems Analyst III	13
21721	Internal Auditor 1	3
21726	Internal Auditor Trn	3
21731	Internal Security Inv 1	2
21732	Internal Security Inv 2	2
24504	Lottery Regional Coord	13
24515	Lottery Sales Rep	15
30860	Paralegal Assistant	2
35700	Pub Admin Intern	4
38132	Registered Nurse 2	1
38369	Revenue Audit Supervisor	57
38371	Rev Auditor 1	70
38372	Rev Auditor 2	70
38373	Rev Auditor 3	72
38375	Revenue Auditor Trainee	55
38401	Rev Collection Ofr 1	10
38402	Rev Collection Ofr 2	11

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38403	Rev Collection Ofr 3	11
38405	Rev Collection Ofr Trn	9
38425	Rev Computer Audit Spec	8
38557	Rev Sr Special Agent	15
38558	Rev Special Agent	14
38565	Rev Special Agent Trn	15
38572	Rev Tax Spec II	41
38573	Rev Tax Spec III	26
42742	Stat Research Spec 2	1
42743	Stat Research Spec 3	1
42745	Stat Research Supv	2
45251	Technical Advisor 1	3
45252	Tech Adv 2	8
45253	Tech Adv 3	3
45256	Tech Advsr Advcd Prg Sp	38
45308	Telecom Systems Analyst	2

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	15
00116	Account Technician II	14
11415	Data Proc Admin Spec	7
11430	Data Processing Spec	7
11436	Data Processing Supvr 2	3
11437	Data Processing Supvr 3	2
11440	Data Processing Tech	11
11443	Data Processing Tech Trn	1
23568	Licensing Asst	3
23751	Liq Cont Sp Agent I	18
23752	Liq Cont Sp Agent II	6
27176	Micro Lab Technician II	1
38571	Rev Tax Spec I	38
45313	Telecom Systems Tech 2	1

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
17682	Guard 2	2
17683	Guard 3	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	28
14032	Executive Secretary 2	5
14033	Executive Secretary 3	8

State of Illinois
List of Established Job Titles by EEO Category
Revenue

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	2
24520	Lottery Telemarketng Rep	3
29993	Office Administrator 3	4
29994	Office Administrator 4	19
29995	Office Administrator 5	5
30025	Office Coordinator	39
30080	Office Specialist	6
34201	Private Secretary 1	3
34202	Private Secretary 2	3
38575	Rev Tax Spec Tr	19
43190	Student Intern	5
43200	Student Worker	4

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	7
08050	Clerical Trainee	3
11420	Data Processing Asst	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	2
27183	Microfilm Operator III	1
30010	Office Assistant	43
30015	Office Associate	52
30020	Office Clerk	21
34540	Procurement Rep	2
38203	Reproduc Serv Tech 1	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
13200	Electrician	1
38204	Reproduc Serv Tech 2	1
38205	Reproduc Serv Tech 3	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
24402	Lottery Commod Dist II	1
43051	Storekeeper I	5
43052	Storekeeper II	2
43060	Stores Clerk	1

AGENCY EEO/AA PROFILE

Agency: Illinois Department of Transportation

Secretary: Milt Sees

EEO/AA Officer: Elbert Simon

Agency Workforce: 5,389

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 129 African Americans, 92 Hispanics, 1,104 Females and 38 Asians. During this quarter there were 28 opportunities to hire/promote in the underutilized categories; 18 or 64% (8 African Americans, 3 Hispanics and 7 Females) addressed underutilization. This agency is underutilized by 434 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 121 African Americans, 89 Hispanics, 1,097 Females and 38 Asians. During this quarter there were 39 opportunities to hire/promote in the underutilized categories; 24 or 62% (3 African Americans, 1 Hispanic and 20 Females) addressed underutilization. This agency is underutilized by 431 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 118 African Americans, 88 Hispanics, 1,077 Females and 38 Asians. During this quarter there were 40 opportunities to hire/promote in the underutilized categories; 9 or 23% (1 African American and 8 Females) addressed underutilization. This agency is underutilized by 431 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 117 African Americans, 88 Hispanics, 1,069 Females and 38 Asians. During this quarter there were 33 opportunities to hire/promote in the underutilized categories; 24 or 73% (4 African Americans, 2 Hispanics and 18 Females) addressed underutilization. This agency is underutilized by 430 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 129 African Americans, 92 Hispanics, 1,104 Females and 38 Asians. During the year, there were 140 opportunities to hire/promote in the underutilized categories; 75 or 54% (16 African Americans, 6 Hispanics and 53 Females) addressed underutilization. This agency is underutilized by 430 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

This agency should concentrate on addressing disability goals next year.

Underutilization Summary by Region

Name of Agency: TRANSPORTATION (23)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1	9	3	16					62					23								
2	2	1	10			2		13	1				18								
3			8					15	1				8								
4																					
5	1	1	8			4		13				1	23								
6			6	2				8	3		1	1	13								
7			17					9				1	51								
8																					
9	1		2					16				1	17								
10			4					15			1		9								
11	1		2					11					10								
Total	14	5	73	2	0	6	0	162	5	0	2	4	172	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1	2															16	32	183	17		
2	1															8	8	50	1		
3																		51			
4																					
5	1															10	5	52	1		
6																9	2	43	3		
7																6	4	69	1		
8																					
9																25	3	85	1		
10																3	2	53	1		
11																2	2	46			
Total	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79	58	632	25	0	0

Total underutilization for African Americans: **105** Total underutilization for Hispanics: **67** Total underutilization for Females: **1,039**

Total underutilization for Asians: **32** Total underutilization for Native Americans: **0** **Total Underutilization: 1,243**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	12
40070	Senior Public Serv Adm	7

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	20
00133	Accountant Advanced	12
00135	Accountant Supervisor	2
00501	Admin Assistant 1	13
00502	Administrative Asst 2	3
00956	Aircraft Pilot 2	1
00957	Aircraft Pilot 2-Dual Rt	1
13851	Executive 1	1
13852	Executive 2	3
15640	Flight Safety Coord	1
19692	Human Resources Rep	1
21162	Inf Srvcs Specialist II	3
21165	Inf Systems Analyst I	3
21166	Inf Systems Analyst II	1
21721	Internal Auditor 1	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	11
00116	Account Technician II	4
00951	Aircraft Dispatcher	1
00952	Aircraft Lead Dispatcher	1
00955	Aircraft Pilot 1	1
11440	Data Processing Tech	1
18525	Hwy Construction Supv I	3
18526	Highway Const Supv 2	2
27176	Micro Lab Technician II	1
32092	Photographic Technicn 2	1
32093	Photographic Technicn 3	1
38910	Safety Respons Analyst	2
47570	Vehicle Compliance Insp	7

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14031	Executive Secretary 1	96
14032	Executive Secretary 2	28
14033	Executive Secretary 3	21
19691	Human Resources Assoc	9
29993	Office Administrator 3	7

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
29994	Office Administrator 4	5
29995	Office Administrator 5	1
30025	Office Coordinator	61
30080	Office Specialist	7

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00112	Account Clerk II	4
08050	Clerical Trainee	1
08815	Comm Dispatcher	2
27181	Microfilm Operator I	1
27182	Microfilm Operator II	1
27183	Microfilm Operator III	2
29992	Office Administrator 2	2
30010	Office Assistant	25
30015	Office Associate	19
30020	Office Clerk	2
30075	Office Occupations Tr	57
34792	Prop & Supply Clerk II	1
38203	Reproduc Serv Tech 1	1
38915	Saf Respon Analyst Supv	1
44411	Switchboard Operator 1	4
47585	Vehicle Permit Evaluator	2

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
03700	Automotive Mechanic	18
03749	Automotive Shop Supv	1
05310	Bridge Mechanic	2
06650	Carpenter	1
18465	Heavy Const Equip Opr	19
21500	Instrument Designer	1
33360	Power Shovel Opr (Maint)	6
38201	Reproduc Serv Supvr 1	1
38204	Reproduc Serv Tech 2	2
38205	Reproduc Serv Tech 3	1
40960	Sign Painter	1
41000	Sign Shop Foreman	1
42600	Stationary Engineer	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05320	Bridge Tender	3
11500	Deck Hand	2

State of Illinois
List of Established Job Titles by EEO Category
Transportation

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
14801	Ferry Operator I	2
14802	Ferry Operator II	2
18639	Highway Maintainer	205
18659	Highway Maint Lead Wkr	248
23080	Laborer (Maintenance)	9
25500	Maintenance Worker	7
40900	Sign Hanger	2
40910	Sign Hanger Foreman	2
40970	Sign Painter Helper	1
41020	Silk Screen Operator	9
43051	Storekeeper I	19
43052	Storekeeper II	11
43053	Storekeeper III	1

AGENCY EEO/AA PROFILE

Agency: Department of Veterans' Affairs

Director: L. Tammy Duckworth

EEO/AA Officer: Jimmie Miller

Agency Workforce: 1,111

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.		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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 4 African Americans, 11 Hispanics, 12 Females and 1 Asian. During this quarter there were 13 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 81 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 4 African Americans, 11 Hispanics, 12 Females and 1 Asian. During this quarter there were 46 opportunities to hire/promote in the underutilized categories; 5 or 11% (1 African American and 4 Females) addressed underutilization. This agency is underutilized by 64 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 3 African Americans, 11 Hispanics, 8 Females and 1 Asian. During this quarter there were 22 opportunities to hire/promote in the underutilized categories; 1 or 5% (1 Hispanic) addressed underutilization. This agency is underutilized by 63 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 3 African Americans, 10 Hispanics, 8 Females and 1 Asian. During this quarter there were 31 opportunities to hire/promote in the underutilized categories. These opportunities did not address underutilization. This agency is underutilized by 61 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 4 African Americans, 11 Hispanics, 12 Females and 1 Asian. During the year, there were 112 opportunities to hire/promote in the underutilized categories; 6 or 5% (1 African American, 1 Hispanic and 4 Females) addressed underutilization. This agency is underutilized by 61 people with disabilities.

FINDINGS

Agency in compliance

Agency in non-compliance

RECOMMENDATIONS/COMMENTS

1. The Department recommends that your agency continue the training program in accordance with Section 7-105 (H) of the Human Rights Act and in cooperation with the Department of Central Management Services, which should enhance the ability to address the affirmative action needs of your agency. Accordingly, the Department of Central Management Services will be notified of the need to establish this training program.
2. The Department recommends that monthly affirmative action reports should be submitted.
3. The EEO/AA officer's title should be classified as a Public Service Administrator, reflecting the level of the EEO/AA officers responsibilities.
4. The Department of Veterans Affairs should establish bi-lingual pay positions to enhance recruitment of bi-lingual individuals, particularly Hispanics.

Underutilization Summary by Region

Name of Agency: VETERANS' AFFAIRS (34)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1													2								
2																					
3																					
4																					
5																		1			
6																					
7																					
8							1				2	1						1			
9																					
10													1								
11																					
Total	0	0	0	0	0	0	1	0	0	0	2	1	3	0	0	0	0	2	0	0	

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1																					
2																					
3																					
4																					
5		2		1									2								
6																					
7																					
8		2											1				2				
9																					
10																					
11																					
Total	0	4	0	1	0	0	0	0	0	0	0	0	3	0	0	0	2	0	0	0	

Total underutilization for African Americans: **2** Total underutilization for Hispanics: **8** Total underutilization for Females: **8**

Total underutilization for Asians: **1** Total underutilization for Native Americans: **0** **Total Underutilization: 19**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
26401	Medical Adm 1 Opt D	2
37015	Public Service Adm	49
40070	Senior Public Serv Adm	17

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	2
00133	Accountant Advanced	3
00135	Accountant Supervisor	4
00157	Activity Therapist	4
00163	Activity Therapist Supv	1
00501	Admin Assistant 1	5
00502	Administrative Asst 2	3
05810	Business Admin Spec	1
05815	Business Manager	5
06901	Chaplain 1	2
12501	Dietary Manager I	3
12502	Dietary Manager II	3
12510	Dietitian	1
13851	Executive 1	3
13852	Executive 2	8
18041	Health Information Adm	4
19692	Human Resources Rep	4
19693	Human Resources Spec	6
21160	Information Serv Intern	1
21161	Inf Srvcs Specialist I	1
21162	Inf Srvcs Specialist II	1
21165	Inf Systems Analyst I	5
21166	Inf Systems Analyst II	1
23430	Library Associate	3
32010	Pharmacy Services Coord	1
32153	Physical Ther Prog Coord	1
32200	Physician	2
32221	Physician Spec Opt A	1
32222	Physician Spec Opt B	2
35700	Pub Admin Intern	1
38131	Registered Nurse 1	12
38132	Registered Nurse 2	27
38135	Regis Nurse-Adv Practice	1
38145	Rehabilitation Counselor	1
38199	Reimbursement Officer 1	5
38200	Reimbursement Officer 2	1
41311	Soc Serv Pro Planner I	4
41312	Soc Serv Pro Planner II	2

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
41412	Social Worker 2	3
41413	Social Worker 3	1
41787	Staff Pharmacist	2
47683	Vet Educational Spec III	2
48481	Vol Services Coord I	1

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00115	Account Technician I	2
00116	Account Technician II	10
00118	Account Technician Tr	2
00151	Activity Program Aide I	1
00152	Activity Program Aide II	4
02424	Asst Reimburse Officer	1
21259	Inhalation Therapist	2
21260	Inhalation Therapy Supv	2
23551	Licensed Prac Nurse I	12
23552	Licensed Prac Nurse II	16
32007	Pharmacist Lead Tech	2
32008	Pharmacist Technician	2
37007	Public Safety Inspector	1
37507	Radio Tech Prog Coord	2
47800	Vet Serv Officer	54

Protective Service

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
39870	Security Officer	6
39875	Security Officer Chief	2
39877	Security Officer Sgt	4

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00600	Admin Services Wkr Tr	1
14031	Executive Secretary 1	1
14032	Executive Secretary 2	2
14033	Executive Secretary 3	1
19690	Human Resources Asst	5
19691	Human Resources Assoc	5
29993	Office Administrator 3	1
29994	Office Administrator 4	1
30025	Office Coordinator	3
30080	Office Specialist	2
32192	Physical Ther Aide II	3
32193	Physical Ther Aide III	4

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
38156	Rehab Counselor Aide II	1
41281	Social Service Aide I	2
41282	Social Service Aide II	2
41285	Social Service Aide Tr	1
43200	Student Worker	4
47750	Vet Nurs Asst-Certified	14

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1
00112	Account Clerk II	4
11425	Data Processing Oper	1
18045	Health Information Assoc	1
30010	Office Assistant	13
30015	Office Associate	21
34793	Prop & Supply Clerk III	3
38203	Reproduc Serv Tech 1	1
44411	Switchboard Operator 1	6
44412	Switchboard Operator 2	1

Skilled Craft

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
01233	App/Dry Goods Spec III	1
04250	Barber	2
06650	Carpenter	1
13200	Electrician	1
30800	Painter	2
32900	Plumber	1
38201	Reproduc Serv Supvr 1	1
38205	Reproduc Serv Tech 3	1
42600	Stationary Engineer	2
42605	Stationary Eng-Asst Chf	1
42610	Stationary Eng-Chief	2
42800	Steamfitter	1

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
05601	Building/Grounds Lead 1	1
05613	Bldg/Grounds Maint Wkr	5
09601	Cook I	4
09602	Cook II	5
23191	Laundry Manager I	1
25020	Maint Equip Operator	4
25510	Maint Worker Power Plant	2

State of Illinois
List of Established Job Titles by EEO Category
Veterans Affairs

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
42650	Stationary Fireman	1
43051	Storekeeper I	6
43052	Storekeeper II	3
43053	Storekeeper III	2
43060	Stores Clerk	2
44221	Support Service Coord 1	5
44225	Support Service Lead	4
44238	Support Service Wkr	18

AGENCY EEO/AA PROFILE

Agency: Workers' Compensation Commission

Chairman: Dennis Ruth

EEO/AA Officer: Alma Maxey

Agency Workforce: 163

Fiscal Year: 2008

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria of 25%.	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 (7/1/07 THROUGH 9/30/07)

Agency underutilization at the beginning of FY08 was 1 Hispanic, 5 Females and 2 Asians. During this quarter there were no opportunities to hire/promote in the underutilized categories. This agency is underutilized by 8 people with disabilities.

SECOND QUARTER (10/1/07 THROUGH 12/31/07)

As of 10/1/07, agency underutilization was 1 Hispanic, 5 Females and 2 Asians. During this quarter there were 6 opportunities to hire/promote in the underutilized categories; 4 or 67% (3 Females and 1 Asian) addressed underutilization. This agency is underutilized by 8 people with disabilities.

THIRD QUARTER (1/1/08 THROUGH 3/31/08)

As of 1/1/08, agency underutilization was 1 Hispanic, 2 Females and 1 Asian. During this quarter there were 2 opportunities to hire/promote in the underutilized categories; 1 or 50% (1 Female) addressed underutilization. This agency is underutilized by 8 people with disabilities.

FOURTH QUARTER (4/1/08 THROUGH 6/30/08)

As of 4/1/08, agency underutilization was 1 Hispanic, 1 Female and 1 Asian. During this quarter there was 1 opportunity to hire/promote in the underutilized category. This opportunity did not address underutilization. This agency is underutilized by 8 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY08 was 1 Hispanic, 5 Females and 2 Asians. During the year, there were 9 opportunities to hire/promote in the underutilized categories; 5 or 56% (4 Females and 1 Asian) addressed underutilization. This agency is underutilized by 8 people with disabilities.

FINDINGS

Agency in compliance Agency in non-compliance

RECOMMENDATIONS/COMMENTS

Underutilization Summary by Region

Name of Agency: WORKERS' COMPENSATION COMMISSION (50-37)

Report Date: End of 1st Qtr FY09

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1								6													
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Para-Professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance					
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	
1									1												
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
Total	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 0 Total underutilization for Hispanics: 0 Total underutilization for Females: 6

Total underutilization for Asians: 1 Total underutilization for Native Americans: 0 **Total Underutilization: 7**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

State of Illinois
List of Established Job Titles by EEO Category
Workers Compensation Comm

Officials / Administrators

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
37015	Public Service Adm	16
40070	Senior Public Serv Adm	20

Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00130	Accountant	1
00133	Accountant Advanced	1
00135	Accountant Supervisor	1
00501	Admin Assistant 1	14
00502	Administrative Asst 2	7
01401	Arbitrator	18
13851	Executive 1	3
13852	Executive 2	2
21161	Inf Svcs Specialist I	1
21162	Inf Svcs Specialist II	1
21165	Inf Systems Analyst I	2
21166	Inf Systems Analyst II	2
21601	Ins Co Claims Examiner 1	1
23372	Liab Claims Adjuster 2	1
25541	Mgmt Operations Anal I	1
30860	Paralegal Assistant	1
35700	Pub Admin Intern	3
42743	Stat Research Spec 3	1
45252	Tech Adv 2	1
45253	Tech Adv 3	6
49640	Worker Comp Ins Comp Inv	7

Technicians

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00116	Account Technician II	1
11415	Data Proc Admin Spec	1
11430	Data Processing Spec	1

Para-Professionals

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
19691	Human Resources Assoc	2
29993	Office Administrator 3	2
29994	Office Administrator 4	2
30025	Office Coordinator	7
34202	Private Secretary 2	1
43200	Student Worker	2

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
00111	Account Clerk I	1

State of Illinois
List of Established Job Titles by EEO Category
Workers Compensation Comm

Office / Clerical

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
09900	Court Reporter	10
09903	Court Reporter Supv	1
11420	Data Processing Asst	1
21080	Ind Commission Reporter	1
21095	Industrial Commis Tech	6
30010	Office Assistant	1
30015	Office Associate	2
30020	Office Clerk	2

Service / Maintenance

<u>Position Code</u>	<u>Position Title</u>	<u>Number of Positions</u>
43053	Storekeeper III	1
43060	Stores Clerk	2