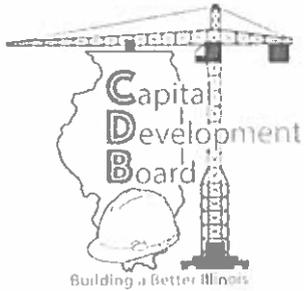


STATE OF ILLINOIS
JB PRITZKER, GOVERNOR

Jim Underwood, Executive Director



August 28, 2020

BOARD MEMBERS

Eileen Rhodes
Chair

Glyn M. Ramage

Pam McDonough

Martasha Brown

David Arenas

Beverly Potts

Wm. G. Stratton Building
401 South Spring Street
Third Floor
Springfield, Illinois
62706-4050

James R. Thompson Center
100 West Randolph Street
Suite 14-600
Chicago, Illinois
60601-3283

Dunn-Richmond Economic
Development Center
1740 Innovation Drive
Suite 258
Carbondale, Illinois
62903-6102

IDOT District 3 Headquarters
700 East Norris Drive
Second Floor
Ottawa, Illinois
61350-0697

East St. Louis
Community College Center
601 James R. Thompson Blvd
Building B., Suite 2049
E. St. Louis, Illinois
62201-1129

217.782.2864
217.524.0565 FAX
217.524.4449 TDD
www.illinois.gov/cdb

James L. Bennett, Director
Department of Human Rights
James R. Thompson Center
100 W. Randolph, Suite 10-100
Chicago, IL 60601

RE: FY21 Affirmative Action Plan

Dear Director Bennett:

Please find the attached the FY21 Affirmative Action Plan for the Capital Development Board (CDB).

If you have any questions or require any further information from CDB, the agency EEO Officer, Debbi Denzler, can be reached by phone at 217-782-7222 or by email at Debbi.Denzler@Illinois.Gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Underwood".

Jim Underwood
Executive Director



AFFIRMATIVE ACTION PLAN

FY 21

Jim Underwood, Executive Director

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- Methods of Disseminating the Agency's AA Policy/Plan

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- EEO/AA Certification Form
- EEO/AA Policy Statement of the Chief Executive Officer
- Agency Profile
- Identification and Duties of the Agency EEO/AA Officer
- Internal EEO/AA Organizational Chart
- Methods of Disseminating the Agency's AA Policy/Plan

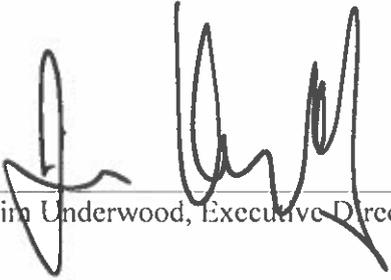
EXECUTIVE DIRECTOR'S SIGNED POLICY STATEMENT

The Capital Development Board will strive to ensure equal employment opportunities for any qualified person without regard to race, color, religion, sex, national origin, ancestry status, disability, age, marital status, arrest record, military status, sexual orientation, unfavorable discharge from the military and citizenship status, and order of protection status when being considered for employment, training, promotion, disciplinary action or other personnel actions. The Capital Development Board is committed to undertaking affirmative action to correct the underutilization of minorities and females and persons with disabilities in all levels of employment. The Capital Development Board is committed to implementing and adhering to sexual harassment policies and providing appropriate awareness and training programs. The support and commitment to these goals are expected of all executive, managerial and supervisory staff in implementing the agency affirmative action plan.

The Agency will:

- A) Inform all employees about the Equal Employment Opportunity (EEO) Program;
- B) Assign the following responsibilities:
 1. Executive Director: Provides final approval for all Equal Employment Opportunity Program activities.
 2. Equal Employment Opportunity Officer: Ensures Agency personnel procedures comply with State and Agency Equal Employment Opportunity Programs.

Employees who feel they have been discriminated against should feel free to file a complaint without fear of retaliation.



Jim Underwood, Executive Director

AGENCY PROFILE

Philosophy: The philosophy of the Capital Development Board is to execute its responsibilities as the State's manager of design and construction programs in an efficient and timely fashion while remaining sensitive to the commitment to foster fair and businesslike practices with private industry.

Mission: The mission of the Capital Development Board is to manage the design and construction of capital projects for the State in a timely, effective and economical manner, while spreading opportunities among qualified industry partners.

Role: The role of the Capital Development Board is to advise the Executive and Legislative branches and other public bodies as requested regarding the programmatic and physical adequacy of existing facilities and to execute the management of design and construction programs that respond both to the physical facility needs of the people represented by the public agencies in Illinois and to the programmatic objectives of the Governor and the General Assembly.

As of June 30, 2020, the Capital Development Board has a total of 118 employees; 82 are located in the Agency's central office in Springfield, 2 in Carbondale, 1 in Ottawa, 2 in East St. Louis, 1 in Loves Park, 1 in Dixon and 29 in Chicago. The Agency's staff includes employees covered by the Personnel Code, exempt employees in administrative and technical positions, and bargaining unit employees covered by the AFSCME Bargaining Agreement.

SPECIAL PROBLEMS

The Capital Development Board has limited employment opportunities. The technical nature, educational requirements, and salary limitations of our professional positions make it difficult to competitively recruit with the private sector. Regardless, the Board strives to pursue all avenues available to ensure that it attracts a diverse workforce. We affirm our commitment to make greater strides in attracting a qualified and diverse employee pool by bolstering our relationship with institutions of higher education throughout the state. We will also continue to employ the following methods for posting vacancies: in-house, CDB webpage, Central Management Services on-line posting system, and notification emails to various Universities and private industry organizations.

IDENTIFICATION AND DUTIES OF EEO/AA OFFICER

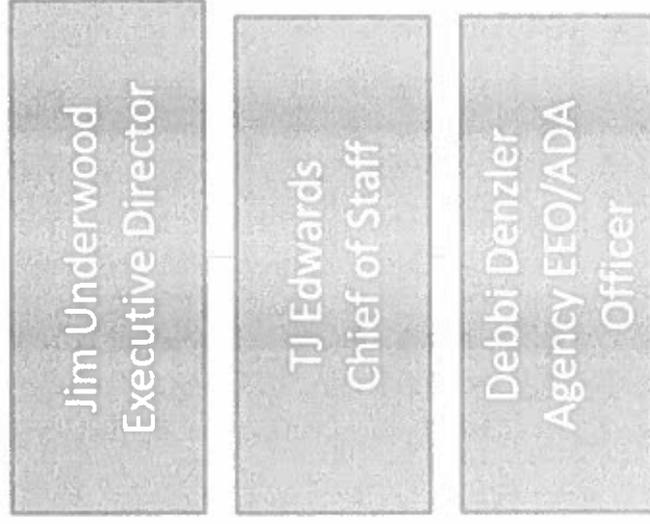
The person who has been designated by the Executive Director of the Capital Development Board as the Affirmative Action Officer is:

Debbi Denzler
Capital Development Board
401 S. Spring St., 3rd Fl Rm 358N
Springfield, IL 62706
217-782-7222 TDD 217-524-4449

The responsibilities of the EEO/AA Officer are:

- 1) The development of the written Affirmative Action Plan.
- 2) Collection, analysis and proper distribution of all statistical data required by this plan.
- 3) To assist in identifying and solving EEO problems.
- 4) To serve as liaison between CDB and the Department of Human Rights.
- 5) To report to the Department of Human Rights all internal and external complaints of discrimination against CDB.
- 6) To assist in investigating internal and external complaints of discrimination.
- 7) Preparation of all required Federal and State reports related to Equal Employment Opportunity issues.
- 8) Establishment of communication links with nonprofit minority and women's organizations, maintaining listings of such organizations capable of identifying qualified minority and female applicants for employment, analyzing the effectiveness of such organizations with regard to CDB on a regular basis.
- 9) Periodic review of employment practices and related documents (i.e., job descriptions, job announcements, application forms) to help ensure the elimination of discriminatory practices.
- 10) Review of layoff plans for adverse impact.

Internal EEO/AA Organizational Chart



METHODS OF DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

1. EEO/AA posters are displayed at Springfield and Chicago worksites.
2. The plan is available on the agency intranet.
3. The plan is available in the Personnel Office for employees and members of the public to review at any time.
4. Copies will be forwarded to the Illinois State Library, Government Documents Section.

Section II

- Internal Workforce Analysis
 - a. Workforce Analysis (DHR-9)
 - b. Workforce Transactions Summary (DHR-10) total for previous fiscal year

- Availability Analysis
 - a. Availability Percent Worksheet (DHR-5 AAP)
 - b. Utilization Analysis (DHR-8 AAP)
 - c. Underutilization Summary by Region (DHR-11)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Region: 1

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total	W	B/AA	H/L	A	A/AN	NH/PI	PWD	Total	W	B/AA	H/L	A	A/AN	NH/PI	PWD	M	F	W	B/AA	H/L	A	A/AN	NH/PI	PWD					
Officials / Administrators	2		1	1				0									100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%					
Professionals	25	2	7	2	2		1	12	3	6	2	1			1	52.00%	48.00%	25.00%	52.00%	16.00%	12.00%	0.00%	0.00%	0.00%						
Technicians	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Protective Service	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Para-professionals	1							1	1						1	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
Administrative Support	1		1					0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Skilled Craft	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Service / Maintenance	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
TOTAL	29	2	9	3	2	2	0	13	4	6	2	1	0	0	2	55.17%	44.83%	20.69%	51.72%	17.24%	10.34%	0.00%	0.00%	6.90%						

Grand Total Employees for Region 1:	Males:	16	Females:	13	Total Minorities:	23							
		55.17%		44.83%		79.31%							
White:	6	Black/African American:	15	Hispanic/Latino:	5	Asian:	3	A/AN:	0	NH/PI:	0	PWD:	2
20.69%	51.72%	17.24%	10.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.90%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian or Alaskan Native NH/PI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Region: 3

EEO Category	MALES										FEMALES									
	Total	W	B/AA	H/L	A	A/I	NH	PWD	Total	W	B/AA	H/L	A	A/I	NH	PWD				
Officials / Administrators	0								0											
Professionals	2	2							0											
Technicians	0								0											
Protective Service	0								0											
Para-professionals	0								0											
Administrative Support	0								0											
Skilled Craft	0								0											
Service / Maintenance	0								0											
TOTAL	2	2	0																	

Grand Total Employees for Region 3:	Males	2	Females	0	Total Minorities:	0
		100.00%		0.00%		0.00%
	White:	2	Black/African American:	0	Asian:	0
		100.00%		0.00%	Hispanic/Latino:	0
					0.00%	0.00%
					A/AN:	0
					NHOPI:	0
					PWD:	0
						0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian or Alaskan Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 D-R-9 (Rev. Feb 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Region: 7

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total					A/I/AN					H/L					Total					A/I/AN					H/L				
	W	B/AA	H/L	A	NH	W	B/AA	H/L	A	NH	W	B/AA	H/L	A	NH	W	B/AA	H/L	A	NH	M	F	W	B/AA	H/L	A	A/IAN	NH/PI	PWD	
Officials / Administrators	3	3				8	1				9	8	1			25.00%	8.33%	0.00%	0.00%	0.00%	75.00%	91.67%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	31	30	1			22	4		2		28	22	4		4	52.54%	8.47%	0.00%	0.00%	47.46%	88.14%	8.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.17%	
Technicians	1	0				1					1	1				0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	6	1		1		4	1				5	4	1			16.67%	16.67%	0.00%	0.00%	83.33%	66.67%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	4	2	1	1		2	2				2	2				50.00%	25.00%	0.00%	0.00%	50.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	82	37	34	2	0	37	6	0	2	0	45	37	6	0	4	45.12%	9.76%	0.00%	0.00%	54.88%	86.59%	9.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.32%	

Grand Total Employees for Region 7:	Males: 37	Females: 45	Total Minorities: 11
	45.12%	54.88%	13.41%
White: 71	Black/African American: 8	Hispanic/Latino: 0	Asian: 3
86.59%	9.76%	0.00%	3.66%
			A/IAN: 0
			NH/PI: 0
			PWD: 6
			7.32%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/IAN=American Indian or Alaskan Native NH/PI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 D-3-9 (Rev. Feb 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Region: **8**

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH/CP	Total	W	B/AA	H/L	A	AI/AN	NH/CP	M	F	W	B/AA	H/L	A	AI/AN	NH/CP	PWD
Officials / Administrators	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	1	1					1									50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	2	1	1	0	0	0	0	1	0	50.00%	100.00%	0.00%												

Grand Total Employees for Region 8:	Males:	1	50.00%	Females:	1	50.00%	Total Minorities:	0	0.00%											
White:	2	100.00%	Black/African American:	0	0.00%	Hispanic/Latino:	0	0.00%	Asian:	0	0.00%	AI/AN:	0	0.00%	NH/CP:	0	0.00%	PWD:	0	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/CP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 D-3-9 (Rev. Dec 2016)

Summary of Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Grand Total

EEG Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total					A/AN					H/L					Total					A/AN					H/L				
		W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	M	F	W	B/AA	H/L	A	AMAN	NHOPI	PWD						
Officials / Administrators	14	5	3	1	1						8	1				35.71%	64.29%	78.57%	14.29%	7.14%											
Professionals	91	49	37	8	2	2		2		2	27	10	2	3	5	53.85%	46.15%	70.33%	19.78%	4.40%				7.69%							
Technicians	1										1						100.00%	100.00%													
Protective Service																															
Para-professionals	7	1				1					5	1			1	14.29%	85.71%	71.43%	14.29%					14.29%							
Administrative Support	5	3	1	2							2					60.00%	40.00%	60.00%	40.00%												
Skilled Craft																															
Service / Maintenance																															
TOTAL	118	58	41	11	3	3	3	2	2	60	43	12	2	3	6	49.15%	50.85%	71.19%	19.49%	4.24%	5.08%	5.08%	5.08%	6.78%							

Grand Total Employees:	Males:	58	Females:	60	Total Minorities:	34
		49.15%		50.85%		28.81%
White:	84	71.19%	Black/African American	23	Asian:	6
				19.49%	Hispanic/Latino:	5
					4.24%	5.08%
					A/AN:	6
					NHOPI:	8
					PWD:	6.78%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report
by EEO Category

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Agency: Capital Development Board

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	PERCENTAGES																
	MALES							FEMALES									
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	2	0								2	1	1					
Promotions	1	0							1	1							
Intra-Agency Transfers	0	0							0								
Suspensions	0	0							0								
Separations	1	0							1	1							
Discharges	1	1	1						0								
Lay Off	0	0							0								
Demotions	0	0							0								
Reductions	0	0							0								
Reinstatements	0	0							0								
Reemployment	0	0							0								
Upward Reallocations	0	0							0								
Downward Reallocations	0	0							0								

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Agency: Capital Development Board

EEO Category: PROFESSIONALS

Transaction	PERCENTAGES															
	MALES						FEMALES						P			
	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD
Grand Total	22	14	6	0	0	0	0	0	7	1	0	0	0	0	0	0
New Hires	22	14	6	0	0	0	0	0	7	1	0	0	0	0	0	0
Promotions	6	2	1	0	0	0	0	0	4	1	0	0	0	0	0	0
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Separations	7	5	4	1	0	0	0	0	2	2	0	0	0	0	0	0
Discharges	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: FY20 July 1, 2019 - June 30, 2020

EEO Category: TECHNICIANS

Transaction	PERCENTAGES																		
	MALES						FEMALES												
	Grand Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD
New Hires	1	0									1	1	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0									0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: Capital Development Board Reporting Period: FY20 July 1, 2019 - June 30, 2020

EEO Category: PARAPROFESSIONALS

Transaction	PERCENTAGES																		
	MALES						FEMALES						P						
	Grand Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD
New Hires	0	0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	1	0								1	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Suspensions	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	1	0								1	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Discharges	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Reporting Period: FY20 July 1, 2019 - June 30, 2020

Agency: Capital Development Board

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	PERCENTAGES																		
	MALES							FEMALES											
	Grand Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD
New Hires	2	1		1							1		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1				1				0			0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	1	0								1		1	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	236,070	40.70%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	53,735	9.27%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	46,855	8.08%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	36,110	6.23%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	508	0.09%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	190	0.03%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	454,510	54.91%	90	49.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	10	10.00	Agency Workforce.
				<u>100</u>	<u>47.53</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	87,754	10.60%	100	10.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>8.48</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	55,200	6.67%	100	6.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.33</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	87,895	10.62%	100	10.62	U. S. Census Bureau / American Community Survey
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce
				<u>100</u>	<u>8.49</u>	Availability Percent

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce
				<u>100</u>	<u>0.05</u>	Availability Percent

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce
				<u>100</u>	<u>0.02</u>	Availability Percent

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	54,275	53.56%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	15,940	15.73%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	10,109	9.98%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	101,330	13,699	13.52%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	101,330	123	0.12%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	101,330	15	0.01%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	1,410	60.36%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
**BLACK or AFRICAN
 AMERICAN**
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	90	3.85%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	71	3.04%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	33	1.41%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	11	0.47%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	0	0.00%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	704,810	61.89%		0.00	U. S. Census Bureau / American Community Survey
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	170,555	14.98%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	177,640	15.60%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	57,285	5.03%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	1,005	0.09%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	315	0.03%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	11,365	39.24%	90	35.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	28	47.46%	10	4.75	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	32.05	

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	844	2.91%	90	2.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	5	8.47%	10	0.85	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.78	

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	389	1.34%	100	1.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.07	

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	320	1.10%	90	0.99	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	2	3.39%	10	0.34	Agency Workforce
				<u>100</u>	<u>1.07</u>	Availability Percent

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	44	0.15%	100	0.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce
				<u>100</u>	<u>0.12</u>	Availability Percent

AGENCY: Capital Development Board
 Category: Officials/Administrators

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce
				<u>0</u>	<u>0.00</u>	Availability Percent

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	24,855	57.58%	90	51.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	6	85.71%	10	8.57	Agency Workforce.
				100	48.32	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	1,885	4.37%	90	3.93	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	1	14.29%	10	1.43	Agency Workforce.
				100	4.29	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	438	1.01%	100	1.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	0	0.00%	0	0.00	Agency Workforce.
				100	0.81	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	1,305	3.02%	90	2.72	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	1	14.29%	10	1.43	Agency Workforce.
				<u>100</u>	<u>3.32</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.11</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Professionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	7	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	5,715	66.38%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	265	3.08%		0.00	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	34	0.39%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,610	160	1.86%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,610	35	0.41%		0.00	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

AGENCY: Capital Development Board
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	8,610	0	0.00%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	137	57.32%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	36	15.06%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce
				<u>0</u>	0.00	Availability Percent

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent

AGENCY: Capital Development Board
 Category: Paraprofessionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%		0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	46,865	68.61%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.			0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	4,299	6.29%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	956	1.40%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	334	0.49%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	65	0.10%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Capital Development Board
 Category: Administrative Support

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	14	0.02%		0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	47.53	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	11	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	12	0	0	1	0	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	8.48	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	13	0	0	0	1	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	5.33	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	4	0	0	0	0	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	8.49	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	3	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	0.05	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	32.05	48.32	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	3	28	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	9	28	1	0	5	2	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	2.78	4.29	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	5	0	0	1	1	0	0

Underutilization

Utilization Analysis

Agency: Affirmative Action Group:	Capital Development Board HISPANIC or LATINO			Region 7				
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	1.07	0.81	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Affirmative Action Group:	Capital Development Board ASIAN			Region 7				
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	1.07	3.32	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	1	0	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	0.12	0.11	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	59	1	0	6	4	0	0
Availability Percent	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Underutilization Summary by Region

Name of Agency: Capital Development Board

Fiscal Year: FY2021

Region	Officials and Administrators					Professionals					Technicians					Protective Service Workers								
	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI	Women	B/AA	H/L	A	AI/AN	NH/PI
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 0

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 0

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NH/PI = Native Hawaiian or Other Pacific Islander

Section III

- Numerical & Program Goals
 - a. Timetables
 - b. Responsible Persons
 - c. Monitoring Procedures

NUMERICAL GOALS

The Capital Development Board will strive to reduce underutilization during FY21 when filling vacancies:

Region 1

Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
1. Hire/promote Diverse Candidates	Executive Director/Personnel Administrator	CDB will continue to strive for a diverse workforce. Ongoing	Hiring & Promotion Monitor

Region 7

Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
1. Hire/promote Diverse Candidates	Executive Director/Personnel Administrator	CDB will continue to strive for a diverse workforce. Ongoing	Hiring & Promotion Monitor

PROGRAM GOAL

AREA TO BE ADDRESSED:

Continue to create a recruitment plan for CDB to assist the agency's recruitment of qualified professionals. Add recruitment efforts with diverse professional groups, colleges, universities and trade groups.

GOAL:

Using the recruitment plan designed by CMS, CDB will create a plan specific to the unique needs of the agency in order to increase the number of minority candidates who apply for professional positions.

All Staff continue annual Sexual Harassment training.

<u>ACTION ITEM</u> <u>PROCEDURE</u>	<u>ASSIGNMENT OF RESPONSIBILITY</u>	<u>TARGET DATE</u>	<u>MONITORING</u>
Continue Recruitment Plan	EEO/AA Officer	6/30/2021	

Section IV

- Discrimination Complaint Process
- Sample Discrimination Complaint Form

DISCRIMINATION COMPLAINT PROCESS

All CDB employees who feel their civil rights have been violated because of their race, color, religion, sex, national origin, ancestry status, disability, age, marital status, arrest record, military status, sexual orientation, unfavorable discharge from military service, citizenship status, or order of protection status, are advised of their right to file a formal charge within 300 days of the alleged violation with the Department of Human Rights and/or within 300 days with the U.S. Equal Employment Opportunity Commission, or any other appropriate government agency.

An internal complaint process has been developed to respond quickly and effectively to any complaint. To initiate a formal charge of discrimination, complaint forms are available to employees through the EEO/AA Officer. The completed form must be received with **15 working days** of the alleged violation and returned to the EEO/AA Officer. The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint within **5 working days** after receiving the complaint.

Within **10 working days** of the acceptance of the complaint, the EEO/AA Officer shall initiate a thorough investigation of the allegations of the discrimination cited in the complaint. The investigation shall entail the verification of the information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice and present the findings and report recommendations to resolve the dispute to the Executive Director. **The Executive Director will make the final decision regarding steps to be taken in resolving the complaint.** The findings of the investigation will be relayed to the employee by written report within **20 working days** after acceptance of the complaint. If the investigation is not able to be completed within 20 working days, the employee will be provided with a reason for the delay and an approximate date by which the investigation should be complete.

Through this process, we hope to resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay and expense of a prolonged formal investigation.

Direct discrimination complaints to the Agency EEO Officer:

Debbi Denzler
401 S. Spring, 3rd Floor Stratton Building
Springfield, IL 62706
217-782-7222

Discrimination Complaint Form
To: Agency EEO/AA Officer

EXAMPLE

Name of Agency

1. Name _____ Telephone _____

Home Address _____

2. Are you currently employed by the agency? Yes _____ No _____

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title	Status	Unit
_____	_____	_____
_____	_____	_____
Location	Phone Number	Length of Service in Classification

4. Date of the alleged discriminatory practice: _____

5. Basis of the alleged discriminatory practice:

____ Race ____ Color ____ Sex ____ Religion ____ Age ____ Disability
____ National Origin ____ Ancestry ____ Marital Status ____ Military Status ____ Pregnancy
____ Retaliation ____ Sexual Orientation Other _____

6. The discrimination occurred in connection with:

____ Interview ____ Hiring Selection ____ Promotion ____ Disciplinary Action
____ Compensation ____ Transfer ____ Lay Off ____ Training Opportunity
Other (specify) _____

7. The facts of the alleged discriminatory employment practice are:

(Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name	Title	Location	Phone Number
_____	_____	_____	_____
Name	Title	Location	Phone Number

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes _____ No _____ If yes, describe attachments:

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes _____ No _____

If yes, please explain indicating the outcome of the efforts:

(Continue on additional sheets, if necessary)

Section V

- Disability Program
 - a. Labor Force Analysis with People with Disabilities (DHR-34 AA)
 - b. Numerical Goals
 - c. Reasonable Accommodation Policy
 - d. Accommodation Procedures/Request Forms
 - e. Physical Barrier Narrative
 - 1. Pre-employment Screening
 - 2. Employment Criteria and Job Description Review
 - 3. Employment Testing
 - 4. Identification of ADA Coordinator
 - 5. Emergency Evacuation Procedures

Labor Force Analysis for People with Disabilities

Agency: Capital Development Board

Fiscal Year: 2021

Total Employees: 118

Percent of People with
Disabilities in Illinois Labor
Force: 4.94%

Labor Force Number: 5

Number of Employees with
Disabilities in Agency: 8

Underutilization or Parity: P

NUMERICAL GOALS

The Capital Development Board will strive to diversity the workforce during FY21 when filling vacancies:

Region 1

Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
1. Hire/promote Diverse Candidates	Executive Director/Personnel Administrator	CDB will continue to strive for a diverse workforce. Ongoing	Hiring & Promotion Monitor

Region 7

Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
1. Hire/promote Diverse Candidates	Executive Director/Personnel Administrator	CDB will continue to strive for a diverse workforce. Ongoing	Hiring & Promotion Monitor

AFFIRMATIVE ACTION FOR EMPLOYING PERSONS WITH DISABILITIES

The Capital Development Board hereby adopts this plan for affirmative action to provide equal employment opportunity and equal service access to persons with disabilities. The ADA Coordinator is Debbi Denzler and can be reached at 217-782-7222 for further information.

For the purposes of this plan, an individual with a disability has been defined as any individual who i) has a physical or mental impairment which substantially limits one or more major life activities, or ii) has a record of such impairment, or iii) is perceived or regarded as having an impairment.

Additionally, a disability, as defined by the Illinois Human Rights Act, means a determinable physical or mental characteristic of a person, the history of such a characteristic, or the perception of such a characteristic by the person complained against, which may result from disease, injury, congenital condition of birth or functional disorder.

Affirmative Action will be implemented in those areas of this Agency's employment policies and procedures relating to recruitment procedures, application process, physical accessibility and reasonable accommodation for individuals with a disability.

The following criterion has been established for implementing affirmative action in these areas:

I Recruitment Procedures

In seeking to recruit qualified applicants, this Agency will establish a recruitment program designed to reach individuals with disabilities. Traditional recruiting techniques will be expanded to include measures aimed specifically at recruiting qualified applicants. Such measures are:

- a) In the posting, publishing or other solicitation for job openings, a statement will be included to indicate this Agency's policy of non-discrimination on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973.
- b) In addition to traditional job posting techniques, vacancies will be announced through the development of a continuing recruitment relationship with those schools and other educational institutions involved in the education and placement of individuals with disabilities.

II Pre-employment Inquiries

The process by which applicants are selected, screened, and tested will contain only those standards that are job-related, thereby eliminating any criteria that may unfairly discriminate against individuals with disabilities.

a) Pre-employment Inquiries

Those inquiries made prior to employment whether during an interview or on an application form, will not include reference to the existence, nature or severity of a disability. All personnel conducting interviews will be advised of these standards for pre-employment inquiries.

Pre-employment inquiries made for the purpose of affirmative action will be identified as such. It will be made clear to all applicants that a response to these inquiries is voluntary and that the failure to answer such inquiries will not adversely affect the applicant. Such information collected for purposes of affirmative action will be separately maintained and accorded the confidentiality of medical records.

b) Physical Examination

Not applicable.

III Employment Criteria and Testing

a) Employment Criteria

Any selection criterion that screens out any applicants with disabilities will not be used by this Agency, unless such criterion can be shown to be job-related for the vacancy in question, and if alternative job-related criterion that does not screen non-disabled applicants is not available.

Prior to posting, job vacancies will be reviewed to identify the essential and incidental job duties. If the qualifications needed to perform the essential duties of a particular position are found to screen out applicants with disabilities, the qualifications will either be eliminated or modified unless such qualifications can be shown to be clearly job-related and consistent with safe job performance.

b) Testing

All testing conducted by the Department of Central Management Services.

IV Physical Accessibility for Employment

Once an individual with a disability is employed, physical accessibility to the job site and surrounding areas will be provided, if such accommodations are necessary.

In order to determine the accessibility of this Agency, a building survey was conducted by the CDB ADA Coordinator and Central Management Services.

The office of the State Fire Marshall was contacted to provide assistance to this Agency in designing an evacuation procedure for individuals with disabilities, to be subject to the provision so the policy to be issued by the 504 Subcommittee on this issue.

All work locations of the Capital Development Board (Springfield, Carbondale and Chicago) are fully accessible to the disabled.

AMERICANS WITH DISABILITIES ACT (ADA)

On July 26, 1990, President Bush signed the Americans with Disabilities Act ("ADA"). In general, the ADA prohibits discrimination against persons with disabilities. Title II of the ADA, which covers public entities, became effective on January 26, 1992. The overall mandate of Title II is that a public entity must operate its programs, activities and services so that each program, activity or service, when viewed as a whole is readily accessible to and usable by persons with disabilities.

A. Americans With Disabilities Act Grievance Procedure

1. Purpose

- a. This Americans With Disabilities Act (ADA) Grievance Procedure (Procedure) is established pursuant to the Americans With Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and specifically Section 35.107 of the Title II regulations (28 CFR 35.107) requiring that a grievance procedure be established to resolve grievances asserted by qualified individuals with disabilities. Should any individual desire to review the ADA or its regulations to understand the rights, privileges and remedies afforded by it, please contact Debbi Denzler of the Capital Development Board (Board), 3rd Floor, Wm. G. Stratton Building, 401 South Spring Street, Springfield, Illinois 62706, Phone No. 217/782-7222 or TDD 217/524-4449.
- b. In general, the ADA requires that each program, service, and activity offered by the Board, when viewed in its entirety, be readily accessible to and usable by qualified individuals with disabilities.
- c. It is the intention of the Board to foster open communication with all individuals requesting readily accessible programs, services and activities. The Board encourages supervisors of programs, services and activities to respond to requests for modifications before they become grievances.

2. Definitions

- a. "Complainant" is an individual with a disability who files a Grievance Form provided by the Board under this procedure.
- b. "Designated Coordinator" is the Affirmative Action Officer of the Board who is responsible for the coordination of efforts of the Board to comply with and carry out its responsibilities under Title II of the ADA, including investigation of grievances filed by complainants. (See 28 CFR 35.107)
- c. "Grievance" is any complaint under the ADA by an individual with a disability who:
 - 1) meets the essential eligibility requirements for participation in or receipt of the benefits of a program, activity or service by the Board; and
 - 2) believes he/she has been excluded from participation in, or denied the benefits of any program, service or activity of the Board or has been subject to discrimination by the Board.

3. Procedure

- a. Grievances must be submitted through the channels defined below in the form and manner as described within the specified time limits. It is mutually desirable and beneficial that grievances be satisfactorily resolved in a prompt manner. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the complainant and the reviewer at the Designated Coordinator and Final Levels.
- b. A complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure within the specified time limits shall mean that the complainant has withdrawn the grievance or has accepted the last response given in the grievance procedure as the Board's last response.
- c. The Board shall, upon being informed of that individual's desire to file a formal grievance, instruct the individual how to receive a copy of this procedure and the Grievance Form.

4. Designated Coordinator Level

- a. If an individual desires to file a formal written grievance, the individual shall promptly, but no later than 180 days after the alleged discrimination, submit the grievance to the Designated Coordinator in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive proper consideration by the Designated Coordinator.
- b. Upon request, assistance shall be provided by the Board to complete the Grievance Form.
- c. The Designated Coordinator, or his/her representative, shall investigate the grievance and shall make reasonable efforts to resolve it. The Designated Coordinator shall provide a written response to the complainant and Executive Director within ten (10) business days after receipt of the Grievance Form.

5. Final Level

- a. If the grievance has not been resolved at the Designated Coordinator level to the satisfaction of the complainant, the complainant may submit a copy of the Grievance Form and Designated Coordinator's response to the Executive Director of the Board for final review. The complainant shall submit these documents to the Executive Director, together with a short written statement explaining the reason(s) for dissatisfaction with the Designated Coordinator's written response, within five (5) business days after receipt by the complainant of the Designated Coordinator's response.
- b. The Executive Director shall appoint a 3-member panel to review the grievance at the Final Level. One member so appointed shall be designated chairperson.

- c. The complainant shall be afforded an opportunity to appear before the panel. Complainant shall have a right to appoint a representative to appear on his/her behalf. The panel shall review the Designated Coordinator's written response and may conduct interviews and seek advice as it deems appropriate.
- d. Upon reaching a concurrence, the panel shall make recommendations in writing to the Executive Director as to the proper resolution of the grievance. All recommendations shall include reasons for such recommendations and shall bear the signatures of the concurring panel members. A dissenting member of the panel may make a recommendation to the Executive Director in writing and shall also sign such recommendation.
- e. Upon receipt of recommendations from a panel, the Executive Director shall approve, disapprove or modify the panel's recommendations, shall render a decision thereon in writing, shall state the basis therefore, and shall cause a copy of the decision to be served on the parties. The Executive Director's decision shall be final. If the Executive Director disapproves or modifies the panel's recommendations, the Executive Director shall include written reasons for such disapproval or modification.
- f. The Grievance Form, the Designated Coordinator's response, the statement of reasons for dissatisfaction, the recommendations of the panel and the decision of the Executive Director shall be maintained in accordance with the State Records Act (Ill. Rev. Stat. 1991, ch. 116, par. 43.3 et seq.), or as otherwise required by law.

6. Accessibility

The Board shall ensure that all stages of the procedure are readily accessible to an usable by individuals with disabilities.

7. Case-by-Case Resolution

Each grievance involves a unique set of factors that includes but is not limited to: the specific nature of the disability; the essential eligibility requirements, the benefits to be derived, and the nature of the service, program or activity at issue; the health and safety of others; and whether an accommodation would constitute a fundamental alteration to the program, service or activity or undue hardship on the Board. Accordingly, termination of a grievance at any level, whether through the granting of relief or otherwise, shall not constitute a precedent on which any other complainants should rely.

REASONABLE ACCOMMODATION PROCEDURES

A. Policy

1. In accordance with the law and regulations, it is the policy of the CAPITAL DEVELOPMENT BOARD (CDB) to:
 - a. inform employees and applicants about the CDB policies and of the right to reasonable accommodations, and
 - b. provide any and all such reasonable accommodations in the most cost-effective manner available unless it would impose an "undue hardship".
2. This policy is not intended to create any legal or contractual rights or obligations.
3. For the purpose of this policy, the term "employee" shall include "applicant" and "prospective applicant".

Reasonable Accommodation Committee (RAC)

A. Purpose

The purpose of the RAC is to effectively implement this policy. The members of the RAC will be appointed by the Executive Director of CDB.

B. Duties

1. The RAC provides technical assistance to CDB employees on technology, the ADA, Title V of the Rehabilitation Act, accessibility standards and employee relations as it relates to requests or potential requests.
2. The RAC will maintain documentation regarding RAC requests in order to:
 - a. provide appropriate budget information and projected cost analysis for future budget cycles;
 - b. lend consistency to the system of the provision of accommodations and ensure nondiscrimination in the treatment of employees;
 - c. ensure that requests are processed and approved accommodations provided in a timely manner; and
 - d. provide reports on employee accommodations and costs to regulatory agencies.
3. The RAC shall provide periodic reports, including the above documentation, to the Executive Director. All reports shall be developed in a manner which protects the confidentiality of the employee.

Procedures for Processing Requests for Reasonable Accommodations

A. The determination of reasonable accommodation for qualified employees who require such to overcome a physical or mental impairment in performance of job duties must be conducted at the request and with the consultation of the employee.

1. The employee must request any and all reasonable accommodations on a CDB REASONABLE ACCOMMODATION REQUEST form. The employee is responsible for adequately responding to all questions on the form. Once completed, the form shall be transmitted by the employee to the team coordinator, or by the prospective employee to the interviewing officer.

If additional information becomes available, the employee should submit it in writing to their team coordinator for transmittal to the RAC.

Technical assistance is available to the employee and team coordinator from the ADA Coordinator upon request.

2. The team coordinator or interviewing officer shall make a recommendation regarding the employee's request within five (5) working days of receipt, and then send the request directly to the next higher level of management who shall have five (5) working days to provide a recommendation on the request.
3. The request shall then be sent to the ADA Coordinator, who shall forward it to the RAC.
4. Routine requests for interpreters or readers may be approved by the ADA Coordinator. The RAC will:
 - a. Ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
 - b. Identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position; and
 - c. Consider the preference of the individual to be accommodated and select and implement the accommodation that is most appropriate for both the employee and the agency.
5. Within (10) ten working days, the RAC will make a recommendation to the Executive Director. If further information is required to make a recommendation, the employee shall be given 30 days to provide such, and the 10 working day time shall begin when the additional information is received.
6. The Executive Director will make the final decision. A copy of the final decision will be returned by the RAC to the team coordinator or interviewing officer and the employee requesting the accommodation within 5 working days of receipt of the final decision.

7. The time limited provided herein may be extended up to 30 days if circumstances warrant, e.g., absence of a person needed to make to determination, additional information required, etc.

Reconsideration

- A. If the employee wishes to seek reconsideration on the decision of a Reasonable Accommodation request, the request shall be addressed to the Executive Director within ten (10) working days of notification of the decision. The written request shall include the reasons for the request and, if appropriate, an alternative suggestion for a reasonable accommodation. A decision shall be made and the employee notified within 10 working days of receipt of the request. That decision constitutes the final administrative action by CDB on the request.

Implementation

- A. The team coordinator or interviewing officer will be responsible for the coordination and implementation of any approved Reasonable Accommodation Requests. When implementing the request, he/she shall:
 1. if the requested accommodation is within the restructuring or modification category, modify/restructure the job with assistance from Personnel. When the team coordinator and ADA Coordinator are all in agreement, the team coordinator shall provide the accommodation; or
 2. if the requested accommodation is of a technological or accessibility or assistive care nature, he/she will coordinate the purchase of equipment or devices, or initiate contracts, with Fiscal.

For all technological/accessibility accommodations requiring building/ equipment modifications or purchase of equipment, the team coordinator or interviewing officer shall ensure the accommodation provided is in compliance with state purchasing rules and accessibility standards.

(Forms will follow)

REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of Capital Development Board to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. Capital Development Board recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of Capital Development Board to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



Chief Executive Officer

8 28 2020

Date

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 calendar days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.



**State of Illinois
Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
------------	-------

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



**State of Illinois
Reasonable Accommodation Request for Employees**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- Purchase or modification of equipment or devices _____
- Job restructuring or task modification _____
- Provision of reader, sign language interpreter or personal assistant _____
- Structural modification to work site or facility _____
- Modification of work schedule or leave policy _____
- Modification of examinations, training materials or personal assistant _____
- Reassignment to vacant position _____
- Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee's Signature	Date
----------------------	------

RAC Recommendation Grant Deny Date _____
 (RAC's initials _____) Return for _____

Chief Executive Officer's Final Action Grant Deny Date _____
 (CEO's initials _____) Return for _____

Remarks _____

Procedural Barrier Narrative

Pre-Employment Screening: The Capital Development Board does not require a medical examination prior to employment. Pre-Employment inquiries are limited to contact with prior employers to confirm salary, dates of employment, and reason for leaving.

Employment criteria and job description review: Employment criteria and job descriptions used by CDB for a specific title will be reviewed prior to filling a vacancy in that title and the EEO/AA Officer will certify his/her review of the criteria and job descriptions by initialing and dating the documents.

Employment Testing: CDB does not conduct their own employment testing.

Identification of ADA Coordinator:

Debbi Denzler, Personnel Administrator
401 S. Spring St, 3rd Fl Stratton Office Building
Springfield, IL 62706
Phone: 217-782-7222
Fax: 217-524-0565
TTY: 217-524-4449

Emergency evacuation procedures: CDB participates in the online Disability Survey where emergency needs of employees are identified and any such information submitted is provided to the appropriate safety personnel.

Section VI

- Applicable EEO Laws

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

EQUAL PAY ACT OF 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

APPLICABLE EEO LAWS

CIVIL RIGHTS ACT OF 1964, as amended

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

FAMILY MEDICAL LEAVE ACT of 1993

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Section VII

- Hiring Monitor (DHR-19)
- Promotion Monitor (DHR-20)
- Exit Questionnaire (DHR-30)

HIRING MONITOR

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

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

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

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

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

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

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

6. Was the position posted?

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

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

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

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

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

PROMOTION MONITOR

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

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

2. Indicate the race and sex of person promoted: (Choose One) _____ (Choose One) _____

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

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

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category? (Choose One) _____

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

6. Was the position posted?

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

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

I have reviewed the eligibility list and: (Choose One) _____ with this promotion. Remarks on reverse side.

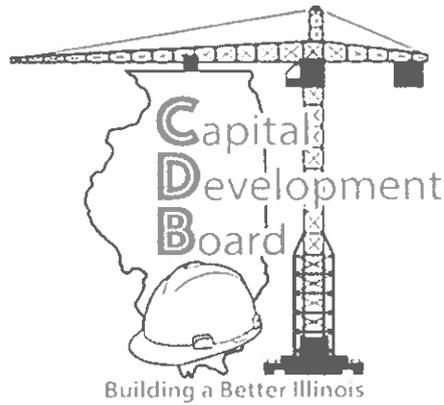
 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

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

*For EEO Monitoring purposes.



EXIT QUESTIONNAIRE

Please feel free to attach additional pages for lengthier comments. You will also have a chance to discuss this questionnaire in detail with Personnel. If you choose not to participate in the exit interview process, you will be asked to sign a waiver at the time of your exit interview.

NAME: _____

EMPLOYMENT DATES: _____

JOB TITLE: _____

UNIT: _____

SUPERVISOR: _____

REASON FOR LEAVING CDB: _____

1. What factors made your employment a positive experience with regard to:

a. Your position: _____

b. Your unit: _____

c. CDB: _____

2. Rate your Job Experience on a scale of 1 to 10 with 10 being Excellent and 1 being Poor:

- a. I enjoyed my work activities:
- b. I was challenged by my job:
- c. My supervisor gave clear instructions for tasks/responsibilities:
- d. I was recognized for my good work:
- e. My job description accurately reflects my job responsibilities:
- f. I was given honest, worthwhile performance appraisals
- g. My unit was adequately staffed:
- h. Upper management communicates well with employees:
- i. Agency policies and practices were followed:
- j. My workload was manageable:

3. Were you satisfied with:

- a. Salary: _____
- b. Working conditions: _____
- c. Supervisory personnel: _____
- d. Supervision by supervisor: _____
- e. Interaction with supervisory personnel: _____
- f. Interaction with peers: _____
- g. Staff development and training: _____
- h. Promotional opportunity: _____
- i. Disciplinary process: _____
- j. Communication of information: _____

4. Recommendation(s) for improving

CDB: _____

5. Other

comments: _____

Signature

Date