State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS
2017

Asian American
Employment Plan

Respectfully submitted to the Illinois General Assembly
by Central Management Services

APPENDICES

Appendix 1

Letter from Acting Director Hoffman

CMS

ILLINOIS Bruce Rauner, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Michael M. Hoffman, Acting Director

February 1, 2017

Dear Agency Director:

Enclosed please find an electronic copy of the 2017 State Asian American Employment Plan, which the Department of Central Management Services is required to prepare and submit to the General Assembly, reporting each agency's activities in implementing the plan.

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

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

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

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

Sincerely,

Michael. M. Hoffman
Acting Director

715 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706
Printed on Recycled Paper

Appendix 2

Illinois Department of Human Rights
Hiring Monitor and Promotion Monitor Forms

HIRING MONITOR

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

1. Is the EEO category underutilized? No If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____

Asian: _____ American Indian or Alaskan Native: _____

Native Hawaiian or Other Pacific Islander: _____ People with Disabilities _____

2. Indicate: Race of person selected: (Choose One)

Sex: (Choose One) Veteran: Yes Disability: Yes

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

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

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

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

6. Was the position posted? Yes

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 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? No 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? No
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? No

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

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

I have reviewed the eligibility list and: (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)]

DHR-20 (Rev. Feb. 2016)

***For EEO Monitoring purposes.**

Appendix 3

Employment Plan Survey Results

*All agencies required to complete the survey did so. Some agencies that do not have positions covered by the Personnel Code requested to participate in the survey but are not required to. Those agencies are: Executive Ethics Commission, Office of the Executive Inspector General, and the Sentencing Advisory Council.

2017 State Asian American Employment Plan Survey

Agency: Aging

Director/Secretary: Jean Bohnhoff

Submitted: 11/28/2016 1:45:43 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

156

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

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

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

The Agency remains in compliance by ensuring Rutan training and recertification of any employee involved in the selection process.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Please see answer to Q# 12.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

26

Please list the position titles.

Accountant Accountant Advanced Administrative Assistant I Executive I Executive II - SS Office Associate Public Service Administrator Sr. Public Service Administrator Social Services Career Trainee Social Services Program Planner 1 and II Staff Development Specialist I

How many of those were Asian American?

0

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

1

How many employees were promoted during FY 16?

13

How many Asian Americans were promoted?

1

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

The Office of Human Resources follow all CMS and contract rules and regulations as well as Rutan standards of interview and selection.

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

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

4

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

24

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

0

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

17

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

0

Please list the position titles.

N/A

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

Please see the answer to Q# 12. The Agency is also required to utilize the CMS Upward Mobility List when filling vacancies.

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

14

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

0

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

None

2017 State Asian American Employment Plan Survey

Agency: Agriculture

Director/Secretary: Raymond Poe

Submitted: 11/30/2016 4:05:19 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

325

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

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

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

The Agency's EEO/ADA Coordinator sits in on all interviews and ensures all staff are complying with all rules and regulations. The Agency's EEO/ADA Coordinator also prepares the Affirmative Action Plan in October of each year and goes over it in detail with Senior Staff and Bureau Chiefs.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

Attend numerous career fairs. The Agency continues to post Meat & Poultry Inspector Trainee positions and Product & Standards Inspector Trainee positions. The Agency is planning to post some Office/Clerical positions and will go to eligible lists on a lot of them. Hopefully there will be Asian Americans on this list.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

4

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

48

Please list the position titles.

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

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

27

How many Asian Americans were promoted?

0

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

The EEO/ADA Coordinator sits in on all interviews and is also involved in the random selection of open competitive lists.

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

A Veteran's first; then select as many minorities as possible to contact for an interview.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

13

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

31

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

0

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

40

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

0

Please list the position titles.

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

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

None

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

5

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

0

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

No

2017 State Asian American Employment Plan Survey

Agency: Arts Council

Director/Secretary: Tatiana Gant

Submitted: 11/2/2016 9:57:25 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

8

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

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

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

It is the responsibility of the Director of Administration who is also the Personnel Manager and the EEO/AA Officer to comply with the mandates of the Asian American Plan to the Department of Human Rights and reviews with the Executive Director and Chief of Operations/CFO to determine underutilized categories and positions if any.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

NA

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

The Agency did not have a budget for FY16 therefore there wasn't any activity. IACA completes the EEO/AA Plan is reviewed by senior staff. After approval, senior staff is notified of any underutilized categories/positions if any. IACA is not underutilized in any category. Quarterly reports are also submitted to the Department of Human Rights.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

There was no employment strategies used in FY16. We have one employee who is bilingual and has not had the opportunity to use his language for the public.

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

Name: Pius Zacharias if needed to represent in the community

Title: Accountant Supervisor

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

NA

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

NA

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

The Personnel Manager and EEO Officer are the same person.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

3

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

0

Please list the position titles.

Arts Council Program Coordinator Information Services Specialist 2

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

The Upward Mobility Program is available to all bargaining unit employees.

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

0

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

0

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

NA

2017 State Asian American Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Jodi Golden

Submitted: 11/30/2016 5:12:45 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

122

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

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

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

Minority recruitment and hiring is a priority at CDB. All administrative staff responsible for the hiring process understand the importance of adhering to the Hispanic Employment Plan. Under the prior Personnel Admin, the agency was in the process of creating a Model Recruitment plan to formalize the steps the agency takes when filing a position to confirm adherence to all legislative mandates. As the new Personnel Admin I am requesting assistance in accomplishing this mission.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

The agency shares vacancies with external groups in an effort to recruit Asian American candidates for our vacancies. Under the previous Personnel Admin the agency was undergoing the process of creating a model recruitment plan to formalize the steps the agency takes when filling a position to confirm adherence to all legislative mandates. Those plans have not been located.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

11

Please list the position titles.

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

How many of those were Asian American?

0

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

1

How many employees were promoted during FY 16?

3

How many Asian Americans were promoted?

0

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

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

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

Once the blind list is received, the number of candidates on the list is evaluated. From there, every 10th name is circled and requested from CMS. More names are selected in the same manner if needed.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

1

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

19

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

0

Please list the position titles.

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

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

Eligible employees may participate in the Upward Mobility Program. In addition, CCB provides tuition reimbursement and paid training to all employees.

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

2

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

0

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

No recommendations were made.

2017 State Asian American Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Michael M. Hoffman

Submitted: 12/6/2016 9:21:56 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

1,401

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

13

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Senior Public Service Administrator, Public Service Administrator.

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

0

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

162

Please list the position titles.

Senior Public Service Administrators, Public Service Administrators, Professionals, Technicians, Protective Service, Skilled Craft and Service Maintenance Workers.

How many of those were Asian American?

2

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

1

How many employees were promoted during FY 16?

16

How many Asian Americans were promoted?

0

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

The EEO Officer sends out notices of job fairs and openings to various ethnic entities and attends job fairs.

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

CMS uses a manner of random selection that ensures at least some representation of candidates from underutilized categories in the interview pool.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

19

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

7

For FY 16, how many Rutan panel interviews were conducted?

929

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

75

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

124

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

1

Please list the position titles.

Professional

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

The Upward Mobility Program is available for assisting employees with getting a promotion, as well the tuition assistance program when funds are available.

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

29

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

0

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

None

2017 State Asian American Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: George H. Sheldon, Director

Submitted: 11/23/2016 1:26:33 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

2,645

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

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

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

The Office of Affirmative Action oversees underutilization and notifies Deputy Directors of the need to meet underutilization goals in their regional areas. Through the monthly meetings of the DCFS Diversity, Employment and Recruitment work group, information is being shared between staff regarding vacancies, bilingual staffing and retention issues.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

DCFS has established a Diversity and Recruitment Work group that includes the Office of Affirmative Action, the Office of Employee Services and the Office of Communications. The work group meets every 4 to 8 weeks to discuss strategies for recruitment of diverse employees and closely observes the diversity trends on groups of underutilized categories in employment. DCFS has also conducted many outreach activities in the Asian American community through their Chief of Asian American Affairs. DCFS is also establishing a presence in the Asian American community by participating in Asian American community events.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None in FY 16. There are plans to look at the number of times the Department has accessed the language line, and for which Asian languages assistance was requested. Also, the Department will be looking at the number of times it has requested documents be translated, and at which Asian languages assistance was requested.

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

Name: Marjorie Moore

Title: Public Service Administrator

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

1. 03.23.2016: Attended in community: Asian American Coalition of Chicago—AAHM Lunar New Year 2. 03.28.2016: Attended DCFS Joint Advisory Council on Licensing and Recruitment 3. 03.29.2016: Attended in community: Rudy Lozano Library, 1805 S. Loomis St., Chicago, IL Job Fair 4. 03.30.2016: Attended in community: Hanover Township 5th annual Job Fair (attend with OES); 240 S. IL Route 59, Bartlett, IL 5. 03.31.2016: DCFS Asian American Advisory Council Meeting (Internal DCFS) 6. 04.05.2016: Attended Diversity Employment Meeting at JRTC 7. 04.06.2016: Attended in community: Chinese American Service League Recruitment (CASL) and CMS 100 Training 8. 04.07.2016: Attended in community: Lake County College Employment Fair Sponsored by Lt. Gov. 9. 04.08.2016: Attended Bilingual Workgroup 10. 04.11.2016: Attend Joint Advisory Council Subcommittee on Foster Parent Licensing 11. 04.14.2016: Attended in community: Governor's State University Job Fair 12. 04.18.2016: Attended Governor Rauner IDHR/Diversity and Inclusion Study Government Services and Benefits Working Group 13. 04.20.2016: Attended Governor's Office Asian American Employment Plan Advisory Council 14. 04.21.2016: Attended in community: Job Recruitment Fair at Korean American Center and CMS 100 Training 15. 04.23.2016: Attended in community: Cambodian Association of Illinois New Year Event 16. 05.02.2016: Attended in community: Asian American Heritage Month Kickoff event at CASL 17. 05.03.2016: Attended Diversity and Recruitment meeting at JRTC 18. 05.09.2016: Joint Advisory Council Subcommittee on FP recruitment and licensing 19. 05.10.2016: IDHR/Diversity and Inclusion Study Government Services and Benefits work group 20. 05.12.2016: Met with DCFS Immigration Status work group 21. 05.16.2016: Attended in community: Asian American Heritage Festival at the Daley Center 22. 05.17.2016: Attended in community: Asian American Heritage Festival at the Daley Center 23. 05.18.2016: Attended in community: Asian American Heritage Festival at the Daley Center 24. 05.19.2016: Attended in community: Asian American Heritage Festival at the Daley Center 25. 05.20.2016: Attended in community: Asian American Heritage Festival at the Daley Center 26. 05.24.2016: Met in community with Asian Human Services 27. 05.24.2016: Met in community with Vietnamese Association of Illinois 28. 05.26.2016: DCFS Asian American Heritage Month Celebration and Membership Drive 29. 05.26.2016: DCFS Asian American Advisory Council Meeting 30. 05.27.2016: Attended in community: Mayor Emmanuel breakfast with Asian American Community Leaders 31. 06.01.2016: Attended in community: Lao American Job Fair in Elgin 32. 06.01.2016: Meeting in community with Lao American in Elgin 33. 06.02.2016: Meeting in community with Taiwanese American Professional Organization 34. 06.02.2016: Telephone conference with Asian American Student Employment at UIC 35. 06.07.2016: DCFS Diversity and Recruitment Meeting 36. 06.09.2016: DCFS Immigration Training Services Workgroup 37. 06.10.2016: DCFS Birth Parent Advisory Council Conference 38. 06.12.2016: Attended in community Japan Fest 39. 06.13.2016: State of Illinois Government Services and Benefits Access Job Fair

---

Number of Human Resources staff in your agency?

30

How many of those Human Resources staff are minorities?

9

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

283

Please list the position titles.

Account Technician I & II, Accountant, Administrative Assistant I & II, Assistant Reimbursement Officer, Child Protection Associate Specialist, Child Protection Specialist, Child Welfare Advanced Specialist, Child Welfare Nurse Specialist, Child Welfare Specialist, Children & Family Services Intern, Day Care Licensing Representative II, Executive I & II, Human Resources Specialist, Human Resources Representative, Information Systems Analyst I & II, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Para-Legal Assistant, Private Secretary II, Public Service Administrator, Reimbursement Officer I, Senior Public Service Administrator, Storekeeper I, Technical Advisor II & III.

How many of those were Asian American?

6

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

6

How many employees were promoted during FY 16?

171

How many Asian Americans were promoted?

4

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

The EEO Officer oversees all hiring conducted by the Department to review if underutilization is being taken into consideration in the selection process. The Department has also constructed a work group to address Diversity, Employment and Recruitment. This work group meets to address underutilization, recruitment and retention of staff in the Department. This work group develops action plans and executes the plans. Further, the EEO Officer has hired a Chief of Asian American Affairs. The Chief of Asian American Affairs has assisted in recruitment efforts in Asian American communities.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

6

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

24

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

11

For FY 16, how many Rutan panel interviews were conducted?

191

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

19

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

269

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

3

Please list the position titles.

Public Service Administrator, Child Welfare Specialist, Executive I

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

All Bargaining Unit employees have the ability to participate in the "upward mobility" program. Further, the Department has implemented "Success Academy" which was started in 2016. Success Academy is a program for existing DCFS employees that works to provide those employees with professional managerial development training. The program is to assist those participants to be of the first internal employees to be screened for promotions to vacant or new titles within the agency. As of this date, no known Asian American Employees have been nominated to participate.

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

54

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

2

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

The following recommendations were implemented: *Provide workshop to Asain American community based organization to increase application pool for state employment. *Agencies should have Recruitment and Selection units that meet regularly to address underutilization numbers and discuss recruitment strategies. *Establish a list of Asian American organizations to send jobs notices. *Continued contact with the Asian American Employment Plan Council.

*Agencies should reach out to the Asian American Employment Plan Advisory Council, CMS Diversity Enhancement Program staff, or others with the appropriate expertise in order to improve their outreach and targeted recruitment efforts in the Asian American community. All recommendations have been implemented by DCFS.

2017 State Asian American Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 11/3/2016 1:40:04 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

4

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

0

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: n/a

Title: n/a

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

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

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

Please list the position titles.

PSA

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

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

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

0

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

0

Please list the position titles.

0

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

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

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

0

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

0

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

no

2017 State Asian American Employment Plan Survey

Agency: Commerce and Economic Opportunity
Director/Secretary: Sean McCarthy
Submitted: 11/17/2016 4:31:32 PM
Certification: I Agree
Individual Information: Miguel Calderon, Deputy Director, 500 E. Monroe Street, Springfield, IL 62701, 217-524-2997, Miguel.A.Calderon@illinois.gov

---

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

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

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

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

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

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

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

293

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

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

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

N/A. The EO position has been vacant for over two years. The new EO Officer was hired on 11/16/2016 and will be responsible for training and recruitment efforts for the agency.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

23

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

N/A. The EO position has been vacant for over two years. The new EO Officer was hired on 11/16/2016 and will be responsible for training and recruitment efforts for the agency.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A. The EO position has been vacant for over two years. The new EO Officer was hired on 11/16/2016 and will be responsible for training and recruitment efforts for the agency. DCEO has been operating under a bargaining unit hiring freeze since 8/2015 and significantly limited our ability to hire staff.

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

Name: N/A

Title: N/A

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

N/A. The EO position has been vacant for over two years. The new EO Officer was hired on 11/16/2016 and will be responsible for training and recruitment efforts for the agency.

Number of Human Resources staff in your agency?

7

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

34

Please list the position titles.

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

How many of those were Asian American?

3

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

1

How many employees were promoted during FY 16?

6

How many Asian Americans were promoted?

0

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

Review and Completion of Hiring Monitors.

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

N/A. DCEO did not utilize the open competitive process in FY 16.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 16, how many Rutan panel interviews were conducted?

5

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

0

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

55

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

3

Please list the position titles.

Sr. Public Service Administrator Opt. 1

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

N/A

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

0

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

0

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

N/A

2017 State Asian American Employment Plan Survey

Agency: Corrections

Director/Secretary: John R. Baldwin

Submitted: 12/1/2016 10:06:54 AM

Certification: I Agree

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

---

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

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

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

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

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

335	Officials and Managers
1,410	Professionals
319	Technicians
8,189	Protective Service Workers
210	Para-Professionals
299	Office and Clerical
342	Skilled Craft Workers
707	Service-Maintenance

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

11,811

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

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

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

Our agency conducts a statistical analysis each quarter to monitor underutilization. Also both Hiring and Promotion monitors are reviewed to monitor if underutilization is being addressed in each Region. Based on the underutilization numbers, the focus was made during the hiring of correctional officer trainees to target Asian-American candidates.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

Chief of Staff, Assistant Director, Executive Chief, Chief of Public Safety, Special Counsel, Chief Legal Counsel, Chief of Investigations& Intelligence, Chief of IL Correctional Industries, Chief of Internal Audits, and Chief of Affirmative Action.

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

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a Hiring and Promotion Monitor prior to any commitments are made to fill the position. Recruiters participate in Job Fairs, and recruitment activities that target African Americans. Recruiters are also trained to focus on underutilization in targeted areas.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDOC continues to monitor and track hiring goals. Where there are under-utilizations noted, the agency attempts to meet those needs whenever possible.

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

Name: Fernando Chavarria

Title: Chief- Office of Affirmative Action

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

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

Number of Human Resources staff in your agency?

66

How many of those Human Resources staff are minorities?

6

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1,771

Please list the position titles.

SPSA/PSA; Correctional Locksmith; Educator, Accountant; Corr. maintenance Craftsman; Executive 1; Account Tech; Corr. Medical Tech.; Exec. Secretary; Administrative Assistant; Corr. Nurse; HR Representative; Chaplain; Correctional Officer; Correctional Officer Trainee; Librarian; Corr. counselor I& II; Corr. Parole Agent; Office Assistant; Corr. Food Service; Corr. Supply Supv.; Corr. Sargent; Office Associate; Corr. Industry Lead Worker; Office Coordinator; Corr. Lt.; Corr. Vocational Instructor; Shift Supervisor.

How many of those were Asian American?

13

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

-1

How many employees were promoted during FY 16?

315

How many Asian Americans were promoted?

3

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

The EEO Officer reviews recommendations for hires and promotions or transfers that are completed on hiring and Promotion monitors prior to any commitment is made to fill position.

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

The EEO Officer reviews recommendations for hires and promotions or transfers that are completed on hiring and Promotion monitors prior to any commitment is made to fill position.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

173

How many veterans were Asian American?

1

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

5

For FY 16, how many Rutan panel interviews were conducted?

202

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

4

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

1,385

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

3

Please list the position titles.

Correctional Officer

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

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

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

1,900

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

16

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

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

2017 State Asian American Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: John Maki

Submitted: 11/30/2016 5:02:50 PM

Certification: I Agree

Individual Information: Zina Smith, Associate Human Resources Director, 300 W. Adams, Suite 200, Chicago, Illinois 60606, (312) 793-8550, zina.smith@illinois.gov

---

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

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

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

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

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

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

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

66

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

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

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

The Illinois Criminal Justice Information Authority (ICJIA) does not have underutilization in any category.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Special Projects Program Analyst

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

None. ICJIA is not underutilized in the Asian American category.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

2

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

4

Please list the position titles.

(3) Senior Public Service Administrator (1) Grant Program Manager

---

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

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

The EEO Officer has been successful in maintaining parity within ICJIA.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

5

How many Asian American interns or student workers did you agency hire in FY 16?

1

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 16, how many Rutan panel interviews were conducted?

4

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

0

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

0

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

0

Please list the position titles.

N/A

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

Upward Mobility Program

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

0

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

0

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

ICJIA did not seek assistance since the agency was not underutilized in any category.

2017 State Asian American Employment Plan Survey

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

Submitted: 11/30/2016 3:43:41 PM Certification: I Agree

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

---

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

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

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

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

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

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

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

5

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

No hires occurred during Fiscal Year 2016. IDHHC is a small agency with less than 5 employees in any EEO job category and is not required to calculate underutilization. It is committed to hiring a diverse staff including people with disabilities. EEO Officer reviews all recommendations for hires, promotions or transfers and completes the Hiring and Promotion Monitors.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

N/A

How many of those were Asian American?

0

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

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

IDHHC is a small agency with less than 5 employees in any EEO job category and is not required to calculate underutilization. It is committed to hiring a diverse staff including individuals with disabilities. EEO Officer reviews all recommendations for hires, promotions or transfers and completes the Hiring and Promotion Monitors.

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

N/A. IDHHC interviews all applicants on the CMS eligible list.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

2

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

0

Please list the position titles.

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

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

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

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

0

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

0

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

None.

2017 State Asian American Employment Plan Survey

Agency: Developmental Disabilities Council

Director/Secretary: Kimberly Mercer-Schleider

Submitted: 11/30/2016 3:07:20 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

9

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

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

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

The Council's Personnel Officer is responsible for ensuring that the Council is complying with the Asian American Employment Plan. No training was provided during FY 2016.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

Not applicable

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: Not applicable

Title: Not applicable

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

Not applicable

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

Not applicable

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

The Council has no underutilization in any minority categories.

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

Not applicable

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

1

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

0

Please list the position titles.

Not applicable

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

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

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

0

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

0

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

Not applicable

2017 State Asian American Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: James K. Joseph

Submitted: 11/30/2016 2:40:18 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

174

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

The agency tries to participate in various job fairs at State universities to increase awareness. The agency also tries to notify organizations like IAMG about posted vacancies. In FY 16 the agency was unable to fill bargaining unit positions due to a legal dispute between AFSCME and CMS regarding layoff.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

6

Please list the position titles.

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

How many of those were Asian American?

1

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

-1

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

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

IEMA has very few opportunities to hire using the open competitive process. In FY 16 IEMA was unable to fill bargaining unit vacancies due to a legal dispute between AFSCME and CMS regarding layoffs.

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

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

1

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

0

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

32

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

1

Please list the position titles.

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

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

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

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

0

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

0

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

N/A

2017 State Asian American Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jeffrey D. Mays

Submitted: 11/29/2016 2:24:40 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

1,108

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

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

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

State Assurances Act review conducted to make sure the agency is in compliance. Agency bilingual assessment completed & shared with the Director. EO Officer participates in Asian American Employment Plan Advisory Council meetings. Periodic meetings with Human Resources Staff; Outreach staff & Operations staff receive reminders on recruitment. Director's reviews of EO Human Rights Quarterly Reports. EO Officer meets with Human Resources & provides them with the annual Affirmative Action Plan, including information on the underutilization when filling positions. The Department's EEO office participates in various training sessions given by the federal government, as well as the IDHR, including training on diversity in the workplace.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

Although no Asians are listed on the agency organization chart reporting to the agency Director, there are several high-level managers who have regular one-on-one meetings with the Director.

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

Sharing IDES job postings w/job seekers in local offices that serve significant Asian American populations. Throughout the year, IDES participated in and coordinated numerous job & resource fairs, held by employers, community organizations and the elected officials. As any other agency under the jurisdiction of the Governor, IDES posts jobs on work.illinois.gov which automatically links to the Illinois JobLink and we thereby reach a wide range of demographics.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

State Assurances Act review conducted to make sure the agency is in compliance. Agency bilingual assessment completed & shared with the Director. EO Officer participates in Asian

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

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

Name: N/A

Title: N/A

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

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

Number of Human Resources staff in your agency?

16

How many of those Human Resources staff are minorities?

13

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

39

Please list the position titles.

Some of the titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Field Office Supv.; ES Program Reps (full-time & intermittent); ES Service Reps; Hearings Referees (full-time & intermittent); UI Revenue Analysts; ES Specialists; Administrative Assistants; Veteran Employment Reps; ES Tax Auditors; Statistical Research Specialist; Statistical Research Supv.; Executive II; UI Special Agents; HR Specialist; Information System Analysts; Information Service Specialists; Executive Secretary; Private Secretary; Office Associates.

How many of those were Asian American?

1

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

-18

How many employees were promoted during FY 16?

13

How many Asian Americans were promoted?

0

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

To ensure compliance with the law, EEO office provides underutilization information to Human

Resources (HR) and the hiring units. EEO issues and & reviews all hiring & promotion monitors. HR staff & EEO staff meet periodically to ensure compliance w/CMS rules. EO officer will review selection of candidates before an appointment has been made. IDES incorporated the process within its policy & procedures (P&P1203) to ensure the underutilization of minorities is considered. Once hiring process is in motion, Rutan process must be followed.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

6

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

9

For FY 16, how many Rutan panel interviews were conducted?

60

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

3

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

150

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

7

Please list the position titles.

Some of the titles include: ES Program Rep-Intermittent; UI Revenue Analyst II; Information System Analysts; ES Tax Auditors II.

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

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

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

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

1

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

0

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

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

2017 State Asian American Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Alec Messina, Acting Directo

Submitted: 11/22/2016 4:12:49 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

696

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Senior Public Service Administrator

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

The EEO/AA Officer works with the Office of Human Resources by sharing underutilization information. The Agency no longer has funding to attend job fairs, but invites as many Asian Americans as possible from the open competitive lists to interviews. The position titles that are frequently filled are from the Professional category including Environmental Protection Engineers and Environmental Protection Specialists. Total underutilization for Asian Americans is one in Region 1 in the Technician category.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

As previously noted, the EEO/AA Officer works with the Office of Human Resources by sharing underutilization information. The Agency no longer has funding to attend job fairs, but invites as many Asian Americans as possible from the open competitive lists to interviews. The position titles that are frequently filled are from the Professional category including Environmental Protection Engineers and Environmental Protection Specialists. Total underutilization for Asian Americans is one in Region 1 in the Technician category.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

7

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

15

Please list the position titles.

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

---

How many of those were Asian American?

1

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

How many employees were promoted during FY 16?

5

How many Asian Americans were promoted?

0

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

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

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

45

How many Asian American interns or student workers did you agency hire in FY 16?

5

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

6

For FY 16, how many Rutan panel interviews were conducted?

11

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

3

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

56

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

0

Please list the position titles.

N/A

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

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

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

1

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

0

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

N/A

2017 State Asian American Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 11/29/2016 11:33:48 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

62

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

49

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Project Manager

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

10

Please list the position titles.

State Purchasing Officer Senior State Purchasing Officer Procurement Compliance Monitor Procurement Specialist IT Systems Analyst

---

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

7

How many Asian Americans were promoted?

0

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

The EEC has never experienced underutilization in any minority category.

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

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

---

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

15

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

0

Please list the position titles.

N/A

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

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

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

0

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

0

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

None.

2017 State Asian American Employment Plan Survey

Agency: Financial and Professional Regulation

Director/Secretary: Bryan A. Schneider

Submitted: 11/30/2016 9:49:55 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

432

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

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

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

All job openings are posted on IDFPR's bulletin boards for the mandated period. In addition, job postings are e-mailed to the liasions for IDHR and IDES who in turn e-mail them to EEO Officers to post on their bulletin boards. Job postings are also e-mailed to the South Asian-American Policy and Research Institute and Korean Research and Cultural Center for posting on their employment websites. On April 6, 2016, SPSA Terrence Walsh attended the Asian American employment training at the Chinese-American Service League.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

12

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Senior Public Service Administrator

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

See question No. 8. In addition, all employees are encouraged to attend CMS training classes. Although IDFPR does not provide college tuition reimbursement for employees, it does provide registration fees for training courses.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

See questions 8 and 12.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

0

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

34

Please list the position titles.

Administrative Assistant I; Executive I; Financial Institutions Examiner I; Financial Institutions Examiner Trainee; Office Associate; Office Coordinator; Private Secretary II; Public Service Administrator; Senior Public Service Administrator; Student Worker; and Technical Advisor 2.

How many of those were Asian American?

3

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

1

How many employees were promoted during FY 16?

14

How many Asian Americans were promoted?

0

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

See question No. 17 for activities. A random selection from the open competitive list is done by the interviewer selecting a pattern. It could be 2 names from each page; every 10th name; or, the 50th name. If a category is underutilized, the interviewer will try and pick a pattern that will include as many candidates that fall into the underutilized category as legally possible.

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

See question No. 25.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 16?

1

How many veterans were hired during FY16?

3

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 16, how many Rutan panel interviews were conducted?

66

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

0

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

58

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

2

Please list the position titles.

Student Worker and Data Processing Specialist.

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

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

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

18

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

1

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

There were no recommendations.

2017 State Asian American Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski, Administrat

Submitted: 11/21/2016 8:53:17 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

170

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

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

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

The Illinois Gaming Board's hiring and interview processes are in accordance with the Rutan hiring process; all interviewing staff are Rutan certified and are well versed on the rules and procedures that all state agencies are mandated to follow. The IGB has not participated in recruitment training specific to the hiring of Asian employees.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The IGB will utilize the State of Illinois Master Contract for language interpretation needs, if and as needed. There were no reported situations were an interpreter was needed for Asian language speaking clients.

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

Name: Karen Weathers

Title: EEO Officer

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

As reflected earlier, the IGB has participated in various job fairs/community outreach events during this fiscal year. It is the IGB's goal to address our underutilization of Asian employees by continuing to participate in CMS's Diversity Enrichment Program.

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

13

Please list the position titles.

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

---

How many of those were Asian American?

1

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

1

How many employees were promoted during FY 16?

17

How many Asian Americans were promoted?

0

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

The IGB EEO Officer shares underutilization numbers with the HR staff, so that they are aware of employment goals. The IGB also coordinates potential hiring opportunities with representing staff who participate in various employment outreach events.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

1

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

28

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

0

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

14

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

0

Please list the position titles.

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

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

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

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

1

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

0

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

The IGB has not received any recommendations from any outside entity regarding our hiring and recruiting practices.

2017 State Asian American Employment Plan Survey

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

Submitted: 11/30/2016 3:58:48 PM Certification: I Agree

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

---

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

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

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

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

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

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

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

98

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

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

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

The EEO Officer and HR Director continue to work with supervisors in an awareness effort concentrating on the underutilization of Asian Americans. The agency on the whole is made aware of the underutilization and there continues to be a concentrated effort to hire Asian Americans.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

Confidential Assistant to the Director and Director of Legislative Affairs General Counsel Director of Human Rights Authority Director of Office of State Guardian Director of Legal Advocacy Services Director of Human Resources Director of Community

---

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

The agency works with DHR to ensure that we concentrate on the underutilization of Asian American s by offering an interview whenever someone from this EEO category applies.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

Please list the position titles.

Guardianship Representatives

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

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

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

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

3

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

13

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

0

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

7

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

0

Please list the position titles.

Guardianship Representatives Director of Policy and Training

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

N/A

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

0

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

0

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

There were no recommendations made to the agency.

2017 State Asian American Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Felicia F. Norwood

Submitted: 11/30/2016 4:31:06 PM

Certification: I Agree

Individual Information: Adriaan Benkart, Executive I - EEO/AA Officer, 401 South Clinton Ave, Chicago, IL 60607, 312-793-4322, adriaan.benkart@illinois.gov

---

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

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

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

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

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

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

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

1,983

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

22

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

0

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

No specific initiatives or specific recruiting plan was implemented to fill increase our numbers of Asian American employees. HFS will continue to attempt to establish a viable network with Asian American community organizations to increase the community's awareness of potential employment opportunities and maintain a database of viable candidates for consideration when opportunities arise to hire. We are open to recommendations to increase the success of this endeavor.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

30

How many of those Human Resources staff are minorities?

5

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

194

Please list the position titles.

SPSA; PSA; Office Assistant; Office Associate; HFSN; Child Support Specialist I & II; Child Support Trainee; Office Coordinator; Office Specialist; Accountant Supervisor; Account Technician I & II; Accountant Advanced; Accountant; Executive I & II; Office Associate; MOA I & II; ISA I & II; ISS II; Program Integrity Auditor II; Executive Secretary; Public Aid Investigator Trainee; HSC; Administrative Assistant I; Medical Assistant Consultant III; Public Administration Intern; Office Clerk; Office Administrator IV; Secretary I; Legal Secretary; Public Aid Quality Control Reviewer; Kidcare Supervisor; Data Processing Supervisor; Meth Pro Adv III; Office Specialist

---

How many of those were Asian American?

2

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

.

How many employees were promoted during FY 16?

162

How many Asian Americans were promoted?

5

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

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

selection options. We are most assuredly open to methods/external recommendations to increase targeted hiring/recruitment.

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

A random selection is when we select from the blind list. We circle numbers from the blind list that we would like to interview. We do this by randomly circling every other one, all of them, first one on the page, first one and last one on a page etc. It just depends how many we are hiring from a list and how many candidates are on the list. However, there needs to be a method to our random selection.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

17

How many Asian American interns or student workers did you agency hire in FY 16?

2

How many veterans were hired during FY16?

53

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

3

For FY 16, how many Rutan panel interviews were conducted?

574

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

0

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

252

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

8

Please list the position titles.

Tech Advisor II, Human Services Case Worker, Office Coordinator, Executive I, Paralegal Assistant, Public Service Administrator, Office Associate, Management Systems Specialist

---

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

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

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

48

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

2

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

No recommendations were made to HFS, but we are most assuredly open to methods/external recommendations from outside the agency. HFS will continue to attempt to establish a viable network with Asian American community organizations to increase the community's awareness of potential employment opportunities and maintain a database of viable candidates for consideration when opportunities arise to hire.

2017 State Asian American Employment Plan Survey

Agency: Historic Preservation

Director/Secretary: Heidi Brown-McCreery

Submitted: 11/29/2016 3:48:21 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

132

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

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

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

The Director of Human Resources (EEO Officer) monitors all hiring and interviewing. We do not currently have funding for outside recruitment or training.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

11

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

SPSA Opt 1 (9); Chief Internal Auditor (1); Private Secretary I (1)

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

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

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None. We are not underutilized in Asian American hires.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

20

Please list the position titles.

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

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

4

How many Asian Americans were promoted?

0

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

When we request an open competitive eligible list from CMS, we look for minorities on the list and attempt to interview them.

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

3

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

27

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

0

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

20

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

0

Please list the position titles.

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

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

All employees, including Asian American employees, are evaluated and considered for internal promotions as appropriate when opportunities are available. All employees, including Asian American employees, are encouraged to attend training affordable to the Agency in order to improve efficiency, production, and skills.

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

0

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

0

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

No recommendations were provided that I am aware of.

2017 State Asian American Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: Keith Chambers

Submitted: 12/5/2016 11:30:59 AM

Certification: I Agree

Individual Information: Gail Kruger, Administrative Assistant, 410 S Spring Street, Rm 802, Springfield IL 62706, 217-785-4395, gail.kruger@illinois.gov

---

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

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

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

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

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

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

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

21

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

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

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

none

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

none

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

none

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

none

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

Name: n/a

Title: n/a

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

n/a

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

Please list the position titles.

Private Secretary 2 Technical Advisor 2

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

none

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

n/a

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

9

How many Asian American interns or student workers did you agency hire in FY 16?

2

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

2

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

0

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

0

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

0

Please list the position titles.

n/a

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

none

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

0

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

0

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

no

2017 State Asian American Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Janice Glenn

Submitted: 11/29/2016 2:48:07 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

129

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

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

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

The Department's Human Resource staff, Chief Legal Counsel and Department EEO/AA Officer closely monitor the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the personnel code, personnel rules, AFSCME contract, Department of Human Rights (DHR) supplemental agreement and legislative mandates, as required. All staff have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute of Training and Development continues to train Department staff and other public and private entities o such topics as Diversity Awareness, Civility in the Workplace, Five Generations in the Workplace: Communicating through a Multigenerational Lens, Conflict Resolution, and others.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

There are a number of position titles involved in recruitment efforts participating in community relations and outreach for the purpose of ensuring a divers Agency workforce. Agency staff work to identify potential candidates for employment with DHR. Specifically, recruiting for specific positions when needed; working with the Department's Human Resource staff to identify specific opportunities; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and, ensuring that individuals are aware of vacancies. In an effort to recruit individuals to address the Department's EEO categories, the Department may participate in activities such as workshops, seminars, conferences, job fairs, partnerships with community organizations; partnerships with non-profit organizations, etc. The position of Human Rights Investigator is the most filled position. This is an AFSCME bargaining unit

position. The position is filled in accordance with the union contract and personnel guidelines.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

In an effort to recruit individuals to address the Department's EEO categories, DHR participated in a number of activities including, but not limited to, workshops, seminars, conferences, job fairs and partnerships with community organizations, etc. Additionally, the Department periodically reviews its bilingual needs. The Department continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to services provided by the Department. In Fiscal Year 2016, the Department was underutilized in the "Officials/Manager" EEO category by one (1) Asian and in the "Professionals" EEO category by two (2) Asians. As of June 30, 2016, DHR had one (1) Asian American employee in a Korean bilingual option position to service the needs of its Korean language speaking customers.

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

Name: Hector Villagrana and Abdi Maya

Title: They are a Senior Public Service Administrator and Public Service Administrator, respectively

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

The Department is committed to a diverse workforce. In addition to the liaison, DHR does have a number of staff who conduct education, outreach and training with respect to minority diversity. In this capacity, staff work to identify potential candidates for employment with the Department of Human Rights. The Department's recruitment efforts include outreach to Asian American individuals by recruiting for specific positions; working with the Department's Human Resource staff to identify specific employment opportunities for Asian Americans; establishing relationships with a broad coalition of recruitment resources such as colleges, universities, outside employers; and ensuring that individuals are aware of position vacancies. Also, as a member of the Asian Advisory Council, the DHR liaison actively sought out other members as recruitment resources.

Number of Human Resources staff in your agency?

3

How many of those Human Resources staff are minorities?

2

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

Please list the position titles.

Office Associate

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

3

How many Asian Americans were promoted?

0

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

All staff responsible for interviewing, recruiting, etc., have been advised that no appointment will be made without strict adherence to the hiring and promotion monitor procedure. All staff responsible for interviewing, recruiting, etc., must work closely with the Department EEO/AA Officer and Human Resource office to ensure that they have the appropriate information on the Department's underutilization in the EEO categories. The Director or Director's Designee is responsible for reviewing each hiring promotion monitor.

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

Selection is made based on the CMS Bureau of Personnel guidelines for requesting the Open Competitive list and candidates from the Open Competitive list. The method for random selection of candidates on the Open Competitive list depends on the number of candidates on the Open Competitive list; however, if there are a large number of names on the list, selection is based on a numerical calculation. For example, if there are 100 candidates on the Open competitive list, the interviewer may request every fifth candidate's name and information from CMS Personnel.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

28

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

0

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

9

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

0

Please list the position titles.

N/A

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

The Department's Human Resource staff meets regularly with the Department Director to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. The Department encourages its employees to participate in employee training through the Institute for Training and Development and enrichment courses through the State's course offerings. The Department's staff also assists employees to match their skills with available promotional opportunities. The Department has two (2) Asian American employees who participate in the Upward Mobility Program.

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

11

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

2

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

The Department staff continues to work closely with CMS' Bureau of Personnel staff on the hiring and promotion process, diversity programs and recruitment efforts. The Department staff continues to work with the CMS Bureau of Personnel staff to ensure that they (CMS) do not process a hire or promotion unless the hiring or promotion monitor has been completed and submitted with the hire or promotion transaction. The Department continues to improve its website; continues to review its positions; the need of its customers and the quality of its outreach efforts to ensure that all communities have the same access to information and services provided by the Department.

2017 State Asian American Employment Plan Survey

Agency: Human Services

Director/Secretary: James T. Dimas

Submitted: 11/29/2016 4:43:26 PM

Certification: I Agree

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

---

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

35	Officials and Managers
445	Professionals
101	Technicians
5	Protective Service Workers
21	Para-Professionals
12	Office and Clerical
0	Skilled Craft Workers
9	Service-Maintenance

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

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

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

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

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

13,299

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

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

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

IDHS has a centralized Recruitment and Selection Unit, the Bureau of Recruitment and Selection (BRS), which is responsible for all hiring. IDHS' Bureau of Civil Affairs reviews all Hiring and Promotion monitors prior to any commitment being made to fill the position. BRS participates in job fairs and recruitment efforts across the State that target Asian recruitment. IDHS' Bureau of Training and Support Services continues to train Department staff on topics as Civility in the Workplace, Conflict Resolution, Coaching and Mentoring, Dealing with Difficult People, Emotional Intelligence, Generation Gaps, Workplace Bullying, etc. Additionally, IDHS through its Recruitment, Hiring and Discipline Committee conducts quarterly meetings to discuss strategies for improving the agency's performance in achieving underutilization goals. One major task BRS does to increase underutilized affirmative action groups attendance at an interview is to check to see if a position is listed on the underutilization summary and if so, all candidates on the Open Competitive list in that group get invited.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

DHS' Bureau of Recruitment and Selection (BRS) regularly attends job fairs that are organized by CMS, Elected Officials, Colleges/Universities, Social Organizations and Churches. BRS also routinely partners with state agencies like CMS, IDES and the Department of Veteran's Affairs to directly reach out to those minorities lacking gainful employment. Additionally, BRS also posts position vacancies on the Internet. Job openings are posted on IDHS' Facebook page, LinkedIn, Twitter, and Monster.com. BRS also sends out e-blasts to interested parties. IDHS recruitment efforts are focused on ensuring a diversified workforce and continue efforts to expand and

strengthen partnerships with the various communities for additional minority outreach. As for position titles that were frequently filled during the fiscal year, IDHS' Bureau of Civil Affairs does not currently track workforce titles, only EEO Job categorical information.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

In 2015 BRS joined the newly formed IDHS Committee on Outreach. BRS targets the recruitment of Asian American students when attending university job/career fairs. These are highly attended functions. Universities include Northeastern University, Northwestern, IIT, U of I Chicago and U of I Champaign/Urbana.

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

Name: N/A

Title: N/A

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

Historically, our Office of Hispanic and Latino Affairs assists in recruitment efforts in the Asian community. Recruitment is also a task of the Bureau of Recruitment and Selection.

Number of Human Resources staff in your agency?

111

How many of those Human Resources staff are minorities?

89

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2,489

Please list the position titles.

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

How many of those were Asian American?

116

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

19

How many employees were promoted during FY 16?

1,452

How many Asian Americans were promoted?

68

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

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

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

If the Open Competitive List is requested for a position that is included in an Affirmative Action Group in a Region that indicates underutilization is present, the list will be reviewed for candidates whose race is listed as the underutilized group and they will be selected to be included in the interview pool.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

28

How many Asian American interns or student workers did you agency hire in FY 16?

7

How many veterans were hired during FY16?

95

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

38

For FY 16, how many Rutan panel interviews were conducted?

3,238

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

0

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

1,288

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

45

Please list the position titles.

Accountant Advanced, Account Clerk II, Dietitian, Human Services Caseworker, Human Services Caseworker Manager, Information Systems Analyst II, Medical Administrator II, Mental Health Technician II, Office Associate, Physical Therapist, Physician Specialist, Public Service Administrator, Registered Nurse I & II, Residential Services Supervisor, Security Therapy Aide I &

II, Security Therapy Aide Trainee, Security Officer, Social Service Program Planner III & IV, Social Worker II, Senior Public Service Administrator, Support Service Coordinator II, Support Service Worker

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

IDHS will continue to rely on suggestions from the Recruitment, Hiring and Discipline committee who meet quarterly to review the Department's staffing pattern and strategy for ensuring a diverse Agency workforce. IDHS will continue to assess the agency's need for Asian American upper-management positions in the agency on a regular basis and will conduct targeted recruitment in the Asian American community, especially when any testing opportunities are available. IDHS employees, 94% being union employees, are allowed and encouraged to participate in the Upward Mobility Program (UMP), which is a joint venture between CMS and AFSCME. UMP is a career program designed to help state employees with advancement in State government.

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

967

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

11

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

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

2017 State Asian American Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Cholly Smith

Submitted: 11/30/2016 2:54:36 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

196

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

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

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

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

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

General Counsel

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

n/a

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

3

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

19

Please list the position titles.

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

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

13

How many Asian Americans were promoted?

0

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

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

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

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

1

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

2

For FY 16, how many Rutan panel interviews were conducted?

40

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

0

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

42

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

0

Please list the position titles.

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

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

The ICC publicizes free training programs offered by CMS and other state agencies. Employees that are part of the AFSCME bargaining Unit can participate in the state's Upward Mobility program, an option previously unavailable to our employees.

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

0

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

0

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

N/A

2017 State Asian American Employment Plan Survey

Agency: Insurance

Director/Secretary: Anne Melissa Dowling

Submitted: 11/30/2016 11:13:21 AM

Certification: I Agree

Individual Information: Jane Bachman, Chief Fiscal Officer, 320 West Washington Street, Springfield, IL 62767, 217-782-5344, jane.bachman@illinois.gov

---

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

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

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

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

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

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

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

238

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

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

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

The Agency uses Shared Services for a majority of its hiring needs, including recruitment and interviewing. However, the Agency recognizes the advantages of a diverse workforce and aims to employ workers from different backgrounds. These goals are discussed in both senior staff and HR meetings. Underutilization is also communicated to Shared Services. Further, prior to concluding a new hire to the Agency, the EEO Officer is required to complete a Hiring Monitor form, which addresses the Agency's compliance with hiring mandates.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

72

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

1 - PSA

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

The Agency uses Shared Services for a majority of its hiring needs, including recruitment and interviewing. However, the Agency recognizes the advantages of a diverse workforce and aims to employ workers from different backgrounds.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Agency recognizes the advantages of a diverse workforce and aims to employ workers from different backgrounds. These goals are discussed in both senior staff and HR meetings, including the need to address any underutilization of specific EEO categories and/or the need for Asian language-speaking bilingual staff to serve the needs of the Asian -language speaking public. The Agency also utilizes language interpretation services as provided by the State of Illinois Master Contract and monitors its usage to assess whether additional bilingual staff members are needed.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

64

Please list the position titles.

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

---

How many of those were Asian American?

2

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

2

How many employees were promoted during FY 16?

21

How many Asian Americans were promoted?

1

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

The Agency utilizes Shared Services for a majority of its hiring needs. The EEO Officer monitors underutilization and reviews the Hiring and Promotion Monitor forms received from Shared Services to ensure compliance with all hiring mandates.

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

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

25

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

0

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

53

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

5

Please list the position titles.

1 - Insurance Company Field Staff Examiner 2 - PSA 1 - Actuarial Assistant 1 - Administrative Assistant

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

The retention of skilled employees is fundamental to the success of the Agency. Staff is generally allowed to take state-sponsored courses and quality, free program in their local community to increase skills. The Agency also encourages staff to take continuing education courses, particularly in insurance-related technical fields.

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

0

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

0

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

No

2017 State Asian American Employment Plan Survey

Agency: Investment Board

Director/Secretary: William R. Atwood

Submitted: 11/18/2016 2:21:41 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

0

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

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

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

I keep up to date on all EEO compliance issues during my meetings with our Department of Human Rights liaison Chet Pinski. I attended the Transgender Training Class in Sept 2016. I am a member of SHRM Society for Human Resources and I review their materials.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

None

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

We did not hire for any openings in 2016. There was one vacancy however it was not recruited for until 2017.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Illinois State Board of Investment has very minimal interface with the public. The overwhelming majority of public inquires are referred to the State Retirement Systems or CMS for Deferred Compensation as necessary.

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

Name: Alise White

Title: Director of Operations, Accounting and Audit

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

On campus recruiting and professional association recruiting. Also networking with recruiters in various employment agencies.

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

N/A

How many of those were Asian American?

0

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

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

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

Illinois State Board of Investment is a very small agency so there is no underutilization in minority categories.

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

Candidates are sourced through temp to perm arrangements, university recruiting and professional association recruiting.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

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

0

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

1

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

0

Please list the position titles.

N/A

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

The Executive Director routinely reviews internal staff qualifications when promotional opportunities become available. Also all staff is encouraged to participate in ongoing career training from external organizations including professional associations.

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

0

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

0

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

No recommendations were made to our agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General.

2017 State Asian American Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Jesse Montgomery, Acting D

Submitted: 12/2/2016 10:07:12 AM

Certification: I Agree

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

---

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

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

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

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

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

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

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

1,071

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

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

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

Our agency conducts a statistical analysis each quarter to monitor underutilization. Also, both hiring and promotion monitors are reviewed to see that underutilization is being addressed in each region.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

14

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

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

DJJ conducts a statistical analysis of each quarter to monitor underutilization. Also, both hiring and promotion monitors are reviewed to see that underutilization is being addressed in each region. Based on the underutilization numbers, the focus was made during the hiring of Juvenile Justice Specialist Interns to target Asian American candidates.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The EEO Officer reviews recommendations for hires, promotions or transfers completed on a hiring and promotional monitor prior to any commitments being made to fill a position. During FY-16, recruiters participated in job fairs and recruitment activities that target Asian Americans that are sponsored by educational institutions and governmental entities. IDJJ has participated in the LWIA Pilot in Chicago and the Quad Cities.

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

Name: Fernando Chavarria

Title: Acting Chief, EEO/AA

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

Recruiters participated in recruitment fairs sponsored by community and educational institutions, informational sessions/workshops focusing on the Asian American community. Liaison serves as Ex-Offio on the Asian American Employment Plan Commission.

Number of Human Resources staff in your agency?

5

How many of those Human Resources staff are minorities?

2

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

209

Please list the position titles.

JJS Intern; JJS Supervisor;Educator; SPSA/PSA,

How many of those were Asian American?

0

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

-2

How many employees were promoted during FY 16?

20

How many Asian Americans were promoted?

0

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

The EEO Officer reviews recommendations for hires, promotions or transfers that are completed on hiring and promotion monitors prior to any commitment being made to fill the position.

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

When an open competitive list is utilized for selection of candidates, a pattern is established by Shared Services, such as every other person being invited to participate in the interview process.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

20

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

0

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

122

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

2

Please list the position titles.

Professional.

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

Staff opportunities for promotion exist within negotiated contractual language- "Filling of Vacancies." Also the Upward Mobility Program is available and encouraged within IDJJ for career advancement.

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

124

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

3

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

It was recommended that the agency continue to hire and promote Asian Americans in order to reach parity in the underutilization categories.

2017 State Asian American Employment Plan Survey

Agency: Labor Department

Director/Secretary: Hugo Chaviano

Submitted: 11/10/2016 11:54:21 AM

Certification: I Agree

Individual Information: Ann Pufundt, Director of Human Resources, 900 South Spring Street, Springfield, IL 62704, (217) 557-0819, ann.pufundt@illinois.gov

---

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

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

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

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

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

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

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

85

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

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

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

Materials/meetings were not necessary as the agency was at parity for Asian employees in FY16. However, the EEO/AA Officer continually monitors hiring through Department of Human Rights reporting. Legislative mandates are monitored by our Legislative Liaison in coordinator with Human Resource staff.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Senior Public Service Administrator

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

Minority hiring is continually monitored by the EEO/AA Officer and Human Resource staff in efforts to meet/maintain parity.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Management continually analyzes information through case management tracking and daily office activities to monitor bilingual needs.

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

13

Please list the position titles.

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

---

How many of those were Asian American?

2

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

2

How many employees were promoted during FY 16?

4

How many Asian Americans were promoted?

0

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

Completion of Hiring and Promotion Monitors when filling vacancies.

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

The agency utilizes the blind open competitive list issued by CMS to randomly select candidates to invite to interview. The HR Director makes the selection based on the education and experience codes provided on the list to choose candidates that most closely match the requirements of the position. If the position is in an underutilized EEO category and there are candidates within that category, they are also selected in an effort to address underutilization.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

3

For FY 16, how many Rutan panel interviews were conducted?

9

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

4

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

13

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

0

Please list the position titles.

N/A

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

Employee participation in the Upward Mobility Program and Minorities in Government Conferences.

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

6

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

0

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

N/A

2017 State Asian American Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Melissa Mlynski

Submitted: 10/31/2016 2:30:50 PM

Certification: I Agree

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

---

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

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

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

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

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

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

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

10

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

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

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

Staff is updated by the personnel manager via memos from CMS. The personnel manager reminds hiring staff of the AAEP whenever there is an opportunity to hire.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

PSA Executive II

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

N/A

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

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

Name: N/A

Title: N/A

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

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

4

Please list the position titles.

PSA option 8L PSA option 1 PAI

How many of those were Asian American?

0

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

1

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

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

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

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

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

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

1

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

1

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

0

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

5

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

0

Please list the position titles.

PSA SPSA Executive I

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

N/A

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

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

2017 State Asian American Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell, Executive

Submitted: 11/30/2016 9:41:35 AM

Certification: I Agree

Individual Information: Renee Strickland, Personnel Manager, 160 N. LaSalle St., Suite N-400, Chicago, IL 60601, 312/793-3245, renee.strickland@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

4 Officials and Managers
5 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
1 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

9

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Individuals responsible for hiring decisions are aware of the mandates of the Plan and attend training when available by CMS/DHR.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Post employment opportunities on public websites and law school recruitment sites.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A. No need at the current time for a bilingual/AA speaking employee.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

Please list the position titles.

SPSA, Chief Fiscal Officer

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

No underutilization.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

When random selection is available, qualified candidates from all EEO/AA categories are invited for interview.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

2

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

3

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

N/A

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

No agency programs available at this time.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations made.

2017 State Asian American Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Brent Fischer

Submitted: 12/5/2016 10:21:21 AM Certification: I Agree

Individual Information: Anthony Raffety, Human Resources Manager, 4500 South Sixth St Rd, 217782-4540, anthony.raffety@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
14	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
7	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

21

As of June 30, 2016, provide the underutilization for Asian Americans by category:

5	Officials and Managers
11	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
5	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

HR manager is Rutan certified and EEO trained.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

NA

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

NA

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

6

Please list the position titles.

2 - SPSA INFORMATION SYSTEMS ANALYST Executive 1 PSA 8L Private Secretary 2

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Hiring Monitor

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

NA

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

11

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

2

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

SPSA Private Secretary 2

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

NA

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

2017 State Asian American Employment Plan Survey

Agency: Lottery

Director/Secretary: Gregory Smith

Submitted: 11/29/2016 10:52:22 AM

Certification: I Agree

Individual Information: Peter Romano, Labor Relations / HR Manager - PSA, 101 West Jefferson, 217/524-5252, Peter.Romano@Illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

1	Officials and Managers
3	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

29	Officials and Managers
85	Professionals
14	Technicians
0	Protective Service Workers
31	Para-Professionals
16	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

153

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Lottery interview and selection functions were done by the Administrative and Regulatory Services Center until approximately August 2016. Lottery now conducts the interview and selection functions internally. The staff is Rutan Certified and is mandated to follow all applicable Illinois Personnel Rules and Regulations and adheres to the applicable collective bargaining agreements.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

Staff follows prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria and Technical Manual and applicable collective bargaining agreements. Vacant positions are advertised on the Central Management Services employment website.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

3

How many of those Human Resources staff are minorities?

2

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

35

Please list the position titles.

Senior Public Service Administrator Public Service Administrator Office Administrator 4 Lottery Sales Representative Lottery Telemarketing Representative Office Associate Internal Auditor I Executive 2 Information Services Intern GAAP Accountant Telecommunications Systems Analyst

---

How many of those were Asian American?

2

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

2

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The interview and selection staff is Rutan Certified and is mandated to follow all applicable Illinois Personnel Rules and Regulations and adheres to the applicable collective bargaining agreements. The Lottery EEO Officer reviews and signs off on all hiring and promotional IDHR monitors.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

Staff sometimes utilizes random selection to narrow the open competitive list to between 7-10 candidates. An “every other” method is utilized. Depending on the size of the list, the number is divided to achieve a pool of 7-10 candidates. Every other, every 3rd, every 4th, or every 5th candidate will then be sent invitations to interview.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

5

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

88

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

20

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

2

Please list the position titles.

Technical Advisor 2 Office Administrator IV

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

AFSCME Upward Mobility Program (UMP) The UMP provision in the collective bargaining agreement provides candidates a priority when filling vacancies. CMS sponsors career enhancement and self development classes to employees at no cost.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

2017 State Asian American Employment Plan Survey

Agency: Military Affairs

Director/Secretary: MG Richard J. Hayes, Jr.

Submitted: 12/5/2016 2:00:09 PM

Certification: I Agree

Individual Information: Cory Yeager, Military Administrative Assistant , 1301 N MacArthur BLVD, Springfield, IL 62702, 217-761-3869, Cory.B.Yeager.MIL@MAIL.MIL

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

6	Officials and Managers
52	Professionals
9	Technicians
35	Protective Service Workers
3	Para-Professionals
6	Office and Clerical
11	Skilled Craft Workers
103	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

224

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
2 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

No training due to budgetary constraints and staffing constraints.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

5

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

43

Please list the position titles.

Plumber Steamfitter Military Crash Fire Rescue Building Grounds Laborer Building Grounds Maintenance Worker Military Engineer Technician Military Property Custodian II Military Real Property Clerk Military Cooperative Agreement Specialist Military Facilities Officer I Military Admin Specialist

---

How many of those were Asian American?

2

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

2

How many employees were promoted during FY 16?

9

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

N/A

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

21

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

34

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

35

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

N/A

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No.

2017 State Asian American Employment Plan Survey

Agency: Natural Resources

Director/Secretary: Wayne A. Rosenthal

Submitted: 12/1/2016 3:50:29 PM

Certification: I Agree

Individual Information: Franklin Johnson (J.), EEO Officer, One Natural Resource Way Springfield, IL 62702, 217 782-2662, jay.johnson2@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

3	Officials and Managers
5	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

202	Officials and Managers
332	Professionals
52	Technicians
112	Protective Service Workers
72	Para-Professionals
45	Office and Clerical
4	Skilled Craft Workers
198	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,138

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
5	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Recruiting staff has attended various training sessions that address equality in the workplace. The EEO Officer has an active role in the hiring process within the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

29

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The DNR, in cooperation with CMS, has developed new testing and examining procedures for professional titles which will increase candidate pools and recruitment opportunities. These changes will provide more frequent, faster exams and grading opportunities. The DNR has identified and developed DNR-specific titles to include more "trainee" opportunities that will provide a career path to full time, coded positions. Most positions filled externally include Office Associate, Office Assistant, Civil Engineer, Well Inspector, Natural Resource series titles, Site Technicians, etc.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The EEO officer and the Human Resources Director have partnered to develop a more proactive approach to recruitment and hiring. With changes made to testing and examining procedures, the Department expects diversity to increase in coming months and when the opportunity to hire is available. The Department continues to develop strategies to identify areas with Asian language speaking needs.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

The department does not have a designated liaison t the Asian community. The department does encourage Asian employees to attend all training, career fairs, etc. to provide the Department with information from those activities which may assist with recruitment and needs of the Department.

Number of Human Resources staff in your agency?

11

How many of those Human Resources staff are minorities?

10

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

45

Please list the position titles.

Chemist, SPSA, Site Superintendent, Information System Analyst, Office Associate, Geologist, Well inspector, Natural Resource Specialist, Civil Engineer Trainee, Accountant, Executive II, Account Tech II, Storekeeper

---

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

21

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The EEO Officer and the Human Resources Director have partnered to develop a more proactive approach to recruitment and hiring. The EEO officer will continue to have an active role in the hiring process with the Office of Human Resources to monitor hiring practices to ensure directives and goals are being addressed.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

The Department utilizes a computer program to generate the random selection of candidate numbers from open competitive, blind lists. If no minorities are selected from the random draw,

either the Human Resource Director or the EEO officer will make recommendations to add candidates with minority status to interview pool.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

3

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

1

How many veterans were Asian American?

1

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

2

For FY 16, how many Rutan panel interviews were conducted?

45

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

1

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

166

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

2

Please list the position titles.

Accountant, Service Maintenance.

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The majority of positions within the Department are covered by a collective bargaining agreement and most are filled accordance with those respective agreements. The Department continues to cross-train and encourage all staff to attend any requested self-development training in order to increase opportunities for advancement.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

28

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

From recommendation, the Department has sought new ways to increase diversity overall on a statewide basis. The Human Resources Director and the EEO Officer have implemented new testing and examining procedures with CMS to address underutilization overall. These changes will allow the Department actively recruit for DNR specific areas on a statewide basis and within a shorter timeframe.

2017 State Asian American Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: EIG Margaret A. Hickey

Submitted: 11/29/2016 3:22:53 PM

Certification: I Agree

Individual Information: David Morrison, Director of Ethics Training & Compliance / EEOO, 69 West Washington Street, Suite 3400, Chicago IL 60602, 312-814-1932, David.Morrison@Illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
1	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
29	Professionals
23	Technicians
0	Protective Service Workers
4	Para-Professionals
10	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

71

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

N/A - The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A - The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A - The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

17

Please list the position titles.

Investigator, Assistant Inspector General, Administrative Assistant, Director of Hiring and Employment Monitoring, Deputy Inspector General, Analyst

---

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

-3

How many employees were promoted during FY 16?

7

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

N/A - The OEIG is an exempt non-code agency.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A - The OEIG is an exempt non-code agency.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

14

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

3

Please list the position titles.

Assistant Inspector General, Computer Forensic Investigator

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

N/A - The OEIG is an exempt non-code agency. However, the OEIG strives for and has a diverse workforce.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

N/A

2017 State Asian American Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Chairman Gerald M. Keenan

Submitted: 11/28/2016 2:29:26 PM

Certification: I Agree

Individual Information: Kathy Griffin, CFO / EEO Officer, 1021 N. Grand Ave., East Springfield, IL 62702, 217-524-8512, Kathy.Griffin@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

1	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

15	Officials and Managers
6	Professionals
0	Technicians
0	Protective Service Workers
3	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

23

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Board currently has no underutilization in the Asian American category. When a vacancy occurs, the Board seeks qualified candidates through job postings, applications, and resumes.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Environmental Scientist II

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Board seeks qualified candidates through job postings, applications, and resumes. Resources from IDHR are also utilized.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Board seeks qualified candidates through job postings, applications, and resumes. Resources from IDHR are also utilized.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

Please list the position titles.

Public Service Administrator Administrative Assistant II

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Vacancies are posted on the Work4Illinois website. Applications are accepted during that process. Vacancies are also shared with other IDHR liaisons.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

N/A

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Due to the size of the Board there are not any promotional programs other than Upward Mobility for the staff.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were received.

2017 State Asian American Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Craig Findley

Submitted: 11/7/2016 10:22:57 AM

Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer / Personnel, 319 E. Madison, Suite A, Springfield, IL 62701, 217-782-7273, Nichole.Damhoff@Illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

3 Officials and Managers
3 Professionals
0 Technicians
0 Protective Service Workers
7 Para-Professionals
9 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

21

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Continued training and education from CMS.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

n/a

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

n/a

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

n/a

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

3

Please list the position titles.

Office Associate, Office Assistant and Office Clerk

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Oversees and participates in the interview process

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

n/a

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

2

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

3

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Office Administrator IV

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

n/a

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None

2017 State Asian American Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis Apostol

Submitted: 11/30/2016 1:40:20 PM

Certification: I Agree

Individual Information: Becky Hesse, Fiscal Officer, 402 Stratton Office Building, Springfield, IL 62706, 217-557-0122, becky.hesse@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
16	Professionals
0	Technicians
0	Protective Service Workers
8	Para-Professionals
3	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

32

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

PTAB is a small agency with only 32 full-time staff. Job openings are very few and subject to budget appropriations. The Executive Director has encouraged management staff to consider Asian American candidates when job openings occur.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

N/A

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

0

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

Please list the position titles.

Private Secretary

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

2

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The Property Tax Appeal Board is too small to calculate underutilization.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

All minorities listed are selected as part of the random selection process.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Office Coordinator

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

With the exception of administrative personnel, all job categories are covered by the AFSCME Collective Bargaining Agreement; promotional opportunities, and the upward mobility program, are covered within the contract language.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were made.

2017 State Asian American Employment Plan Survey

Agency: Public Health

Director/Secretary: Nirav D. Shah, MD, JD

Submitted: 11/18/2016 11:03:53 AM

Certification: I Agree

Individual Information: Robin A. Tucker, EEO/AA Officer & ADA Coordinator, 69 W. Washington Street, Suite 3500, Chicago, IL 60602, (312) 814-1041, robin.tucker@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

24	Officials and Managers
55	Professionals
1	Technicians
0	Protective Service Workers
1	Para-Professionals
1	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

323	Officials and Managers
626	Professionals
20	Technicians
0	Protective Service Workers
50	Para-Professionals
74	Office and Clerical
11	Skilled Craft Workers
8	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,112

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
3 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The EEO Officer, Office of Human Resources, Community Health Manager and Center for Minority Health provide information to Deputy Directors regarding mandates. Senior Staff is responsible for disseminating compliance documentation. The EEO Officer approves all hire and promotion monitor forms prior to the hiring decision. Rutan certified staff and others involved in the hiring and interview process are guided by the Office of Human Resources in the process.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

27

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

2

Please list their position titles.

Senior Public Service Admnistrator

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

IDPH has participated in job and health fairs attended by Asian Americans and posted jobs with the Diversity Enrichment Office. In FY16 IDPH implemented a formal Internship Program to attract students to the field of public health with 14 Asian American students being hosted.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDPH continues to participate in community events such as job and health fairs; post job opportunities with CMS Diversity Enrichment Office and participate in conferences. We continuously expand partnerships with universities/colleges to encourage and increase interest in public health careers amongst minorities.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

IDPH has an Asian American representative who attends scheduled Asian American Employment Plan Council meetings, however, recruitment is handled by the EEO/AA Officer and support staff who participate in community job and health fairs.

Number of Human Resources staff in your agency?

10

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

70

Please list the position titles.

SPSA PSA Chief Internal Auditor Health Facilities Surveillance Nurse Health Surveyor PH Program Specialist Administrative Assistant Accountant Vital Records Quality Control Inspector Oral Health Consultant Information Systems Analyst Methods & Procedures Advisor Statistical Research Specialist Switchboard Operator Office Coordinator Office Assistant Account Clerk Stores Clerk

How many of those were Asian American?

4

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

How many employees were promoted during FY 16?

69

How many Asian Americans were promoted?

4

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The EEO Officer updates and forwards the underutilization report the Human Resources Office responsible for selecting candidates in the open competitive hiring process; participates in the Rutan interview process; and oversees the hire/promotion monitor process ensuring minority candidates in underutilized areas are selected to participate in the interview process.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

The random selection of candidates from the open competitive list is based on the total number of applicants on the list and the number of positions being filled with the goal of yielding 10-15 candidates per position; when underutilization exists all relevant candidates are included. IDPH also utilizes CMS Credential Verification codes to assess the candidate's educational level and

experience.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

44

How many Asian American interns or student workers did you agency hire in FY 16?

14

How many veterans were hired during FY16?

7

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

15

For FY 16, how many Rutan panel interviews were conducted?

144

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

7

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

120

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

3

Please list the position titles.

Senior Public Service Public Service Administrator Account Technician Accountant Administrative Assistant Cancer Registrar Clinical Lab Technologist Environmental Health Specialist Executive Executive Secretary Health Facilities Surveyor Health Facilities Surveillance Nurse HR Specialist Information Systems Analyst Methods & Procedures Advisor Management Systems Specialist Public Health Program Specialist Office Coordinator Office Assistant Office Associate Office Specialist Storekeeper

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you’re agency’s ability to increase the number of Asians in supervisory and management positions.

Training opportunities are available to all staff via the I-TRAIN system; additional job related trainings are posted on the agency website. Interested bargaining unit employees may enroll in the Upward Mobility Program.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were provided.

2017 State Asian American Employment Plan Survey

Agency: Racing Board

Director/Secretary: Domenic DiCera

Submitted: 11/9/2016 2:09:54 PM

Certification: I Agree

Individual Information: Jackie Clisham, Director of Operations, 100 W Randolph; 5-700; Chicago, IL 60601, 312-814-8787, jackie.clisham@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

8	Officials and Managers
12	Professionals
0	Technicians
0	Protective Service Workers
2	Para-Professionals
9	Office and Clerical
17	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

48

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

During FY16 the Board worked with CMS and the A&R Shared Services Center, meeting monthly with ARSS staff to discuss human resources/personnel-related matters of the Board. ARSS guided the Board in all hiring, interviewing and recruitment matters as described in the CMS State Asian American Employment Plan.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Board utilizes CMS programs and processes geared toward Asian American employees. As turnover is minimal within the Board, there are no positions that are or have been frequently filled.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

There has been no established need for Asian language-speaking employees.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

1

Please list the position titles.

Field Operations Manager

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

1

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

In FY16 all hiring activities were coordinated by the ARSS Center. The EEO officer utilizes the EEO/AA quarterly reviews by IDHR and participates in the Hiring and Promotion Monitors.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

1

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

2

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Office Manager/Board Secretary; Office Assistant

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Board utilizes CMS programs and processes geared toward Asian-American employee and all employees for the purpose of skills and career enhancement.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

There have not been any recommendations.

2017 State Asian American Employment Plan Survey

Agency: Revenue

Director/Secretary: Connie Beard

Submitted: 11/30/2016 10:31:46 AM

Certification: I Agree

Individual Information: John Nelson, EEO/AA Officer, 101 West Jefferson St, 6/500, Springfield, IL 62702, 217-524-9210, john.r.nelson@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

3	Officials and Managers
39	Professionals
3	Technicians
0	Protective Service Workers
0	Para-Professionals
3	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
1	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

234	Officials and Managers
887	Professionals
237	Technicians
13	Protective Service Workers
197	Para-Professionals
117	Office and Clerical
7	Skilled Craft Workers
4	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,491

As of June 30, 2016, provide the underutilization for Asian Americans by category:

1	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Interview & Selection is handled by the Hr Department. All staff is certified to conduct Rutan interviews and also ensures any non-HR staff that are participating on the interview panel are also active Rutan Certified interviewers prior to conducting the interviews. Staff is also training on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

204

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

3

Please list their position titles.

Public Service Administrator, Senior Public Service Administrator

---

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

In order to increase minority hiring, IDOR posts all vacancies on the Work4Illinois website, notifies the Department of Human Rights and the minority organizations on its distribution list of openings. The HR staff works the eligibility list when applicable and interview minority candidates on the list in the underutilization categories. The HR Department also maintains a FACEBOOK page where people who follow the IDOR can get up-to-date information on our job postings. IDOR Staff also attended many job fairs/employment workshops throughout the year. This year Illinois Department of Revenue instituted strategic workshops focused on identifying all positions which the department frequently hires from the general public. At these workshops, individuals are educated on how to complete their CMS 100s in order to acutely increase diversity on eligibility lists. The EEO officer has been active in over 34 recruitment events from January 1st to June

---

30th, 2016

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDOR tracks the requests for bilingual support via a phone translation tracking service, case management software, and a customer support documentation system. In addition to the systems used for tracking bilingual requests and needs, supervisors in our front counter/window areas review logs of incoming calls and walk-ins to determine the number of taxpayers needing assistance to determine if additional bilingual employees are needed. IDOR has also set up a bilingual needs study committee that meets quarterly or as needed.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: John Nelson

Title: EEO/AA Officer

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

In his IDOR liaison role, he attends the quarterly Asian American Employment Plan Advisory Council meetings to provide insight on hiring opportunities within the Department. Mr. Nelson also regularly coordinates strategic community and stakeholder hiring events/ workshops in addition to providing policy recommendations to IDOR senior leadership.

Number of Human Resources staff in your agency?

71

How many of those Human Resources staff are minorities?

6

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

152

Please list the position titles.

ACCOUNT TECHNICIAN II ACCOUNTANT SUPERVISOR ADMIN ASSISTANT 1 ADMINISTRATIVE ASST 2 DATA PROCESSING ASSISTANT DATA PROCESSING TECHNICIAN ELECTRICIAN GAAP ACCOUNTANT GAAP COORDINATOR INTERNAL SECURITY INVESTIGATOR II LABORER (BUILDING) LIQ CONT SP AGENT 1 OFFICE SPECIALIST PRIVATE SECRETARY 1 PUBLIC ADMINISTRATION INTERN PUBLIC SERVICE ADM REPRODUCTION SERVICE TECHNICIAN II REV SPECIAL AGENT TRN REV TAX SPEC TRAINEE SENIOR PUBLIC SERV ADMIN STUDENT INTERN

How many of those were Asian American?

7

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

-2

How many employees were promoted during FY 16?

244

How many Asian Americans were promoted?

5

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Weekly meetings are held with the Chief of Staff, Human Resources staff, and the EEO Officer to review position vacancies and discuss underutilization. In addition, staff is trained on how to review the Open Competitive lists to determine the race of candidates, if the job category and region of the position being filled is underutilized, and ensures those candidates are invited to participate in the Rutan interview. The EEO Officer also conducts targeted recruitment through community organization partnerships and workshops.

If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection.

A random selection from an open competitive list is done by the interviewer selecting a pattern of some sort. It can be 2 names from each page of names, every 10th name, the fifth name from each page, etc. If we are interviewing for a category that is underutilized we try and pick a pattern that will include as many candidates that fall into the underutilized category as possib

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

7

How many Asian American interns or student workers did you agency hire in FY 16?

1

How many veterans were hired during FY16?

16

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 16, how many Rutan panel interviews were conducted?

479

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

216

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

10

Please list the position titles.

Revenue Auditor 1, Revenue Auditor 2, Revenue Senior Special Agent, Revenue Tax Specialist 3

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Department of Revenue shares the goal of the State of Illinois to provide employees in certain classifications with training and promotional opportunities through the Upward Mobility Program. AFSCME identifies and recruits employees for this program. In addition to the Upward Mobility Program, the Department established an internship program (Applied Studies Term) through the University of Illinois at Springfield, allowing participation in training programs through other state agencies. Additionally, the Department has a tuition reimbursement program.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

59

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Department of Revenue has not received any specific recommendations provided by AAEP Advisory Council, CMS or the Auditor General. DHR notifies the Department of any underutilization and monitors the Department's effort to reach/maintain minority hiring goals

2017 State Asian American Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Director/Secretary: Kathryn Saltmarsh

Submitted: 12/5/2016 5:33:35 PM

Certification: I Agree

Individual Information: Same, Executive DIrector, 401 S. Spring, Room 617, Springfield, IL 62706, 217-558-4749, kathy.saltmarsh@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers
4 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

6

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Executive Director is responsible for hiring, etc. SPAC relies on Public Safety Shared Services to advise on compliance with personnel related mandates. No training activities were conducted as there is only one person responsible for hiring and SPAC is a six person entity.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

There were none.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

SPAC does not service the public - we are a research entity that reports to the Governor, General Assembly and Judiciary. Therefore we have no employment strategies relative to bilingual needs.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

0

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

2

Please list the position titles.

Senior Research Analyst & Research Analyst

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

SPAC does not have an EEO Officer.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

SPAC is exempt from the Personnel Code and therefore the open competitive invitation process is not utilized.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

2

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Research Analyst

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

None

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

2017 State Asian American Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Matt Perez

Submitted: 11/15/2016 12:14:50 PM

Certification: I Agree

Individual Information: Pamela Sargent, Executive II, 1035 Stevenson Drive, Springfield, IL 62703, 217/785-4717, Pam.Sargent@Illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

21	Officials and Managers
56	Professionals
18	Technicians
17	Protective Service Workers
7	Para-Professionals
4	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

118

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
1	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Human Resource functions are handled by the Public Safety Shared Services Center. Executive Staff and EEO Officer are aware of the Agency's underutilization categories.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

21

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Agency continues to use the same hiring and promotional tools listed in our AA Plan. The Agency posts all vacancies on the Work4Illinois.gov and Employment Security Websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the State of Illinois. Employment opportunities are available on our website with a link to Work4Illinois.gov.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Agency continues to use the same hiring and promotional tools listed in our AA Plan. The Agency posts all vacancies on the Work4Illinois.gov and Employment Security Websites, notifies State of Illinois EEO Officers, agency employees, and all Legislators throughout the State of Illinois. Employment opportunities are available on our website with a link to Work4Illinois.gov.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: None

Title: None

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

None

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

8

Please list the position titles.

Arson Investigator, Storage Tank Safety Specialist, Elevator Inspector, Boiler Safety Specialist, Private Secretary II, Administrative Assistant I, Executive II, Tech Advisor III.

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Human Resource functions are handled by the Public Safety Shared Services Center. Executive Staff and EEO Officer are aware of the Agency's underutilization categories. The Agency posts all vacancies on the Work4Illinois.gov and Employment Security websites, notifies State of Illinois EEO Officers, agency employees and all Legislators throughout the State of Illinois. Employment opportunities are available on our website with a link to Work4Ilinois.gov.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

12

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

14

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Arson Investigator, PSA, SPSA, Boiler Safety Specialist, Executive II, Fire Prevention Inspector, Tech Advisor.

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were provided.

2017 State Asian American Employment Plan Survey

Agency: State Police

Director/Secretary: Director Leo Schmitz

Submitted: 11/30/2016 3:50:15 PM

Certification: I Agree

Individual Information: Lieutenant Christy White, EEO Officer, 801 S. 7th Street, Suite 100-S, Springfield IL 62703, 217/782-1282, Christy_White@isp.state.il.us

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

2	Officials and Managers
9	Professionals
4	Technicians
18	Protective Service Workers
0	Para-Professionals
1	Office and Clerical
1	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

157	Officials and Managers
539	Professionals
296	Technicians
1,421	Protective Service Workers
91	Para-Professionals
171	Office and Clerical
7	Skilled Craft Workers
18	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

2,700

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
15	Professionals
6	Technicians
1	Protective Service Workers
0	Para-Professionals
2	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The ISP EEO Office provides underutilization information when filling positions. The EEO Office reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. ISP Human Resource staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure the underutilization of minorities is considered. All Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

413

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

6

Please list their position titles.

Captain, Master Sergeant, Public Service Administrator

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The ISP Recruitment Section attended 77 recruitment events/job fairs and 15 events for military personnel during FY16 in an effort to recruit minority applicants to code and sworn positions. In addition to events, ISP Recruitment Section has been utilizing social media through Twitter and Facebook to reach additional candidates. Two Physical Fitness Pre-tests were offered and allowed the candidates to the physical fitness test and receive feedback on the different components that make up the 4-part test. Additionally, ISP Recruitment Unit disseminated ISP job postings electronically to our Asian American Community Outreach Network throughout the State at the time of posting. During FY16, the ISP hired 1 Asian American employee in the following EEO Job Category: Office/Clerical

---

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The ISP relies on supervisors in the field to evaluate the need for bilingual positions.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: The Tran

Title: Captain

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Captain Tran responds to requests directly from the ISP Director's Office requiring his expertise. These requests range from providing input on policy development and assisting with inter-agency affairs to representing the Department at recruiting functions or outreach functions requiring his advice and input.

Number of Human Resources staff in your agency?

3

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

40

Please list the position titles.

Accountant, Account Technician II, Building/Grounds Laborer, Communications Equipment Technician I, Criminal Intelligence Analyst I, Forensic Scientist III, Forensic Scientist Trainee, Guard II, Information Services Specialist II, Office Assistant, Office Associate, Office Coordinator, Office Specialist, Police Officer I, Public Service Administrator, Senior Public Service Administrator, Technical Advisor II, Telecommunicator Trainee, Truck Weighing Inspector

---

How many of those were Asian American?

3

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

-2

How many employees were promoted during FY 16?

142

How many Asian Americans were promoted?

1

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The ISP EEO Office provides underutilization information to work units as positions are being filled. The ISP EEO Officer reviews all Hiring and Promotion Monitors, along with documentation

justifying the selection, to ensure compliance.

If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection.

Public Safety Shared Services Center (PSSSC) staff handles the random selection of the open competitive hiring process and provides the names to the designated ISP Personnel Liaison for each division. PSSSC Staff start at the beginning of the open competitive list and count out every other one, two, three, etc., depending on the ideal number of candidates the ISP needs.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

112

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

6

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

3

For FY 16, how many Rutan panel interviews were conducted?

35

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

176

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

3

Please list the position titles.

Master Sergeant, Public Service Administrators (2)

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

ISP civilian union employees are allowed and encouraged to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees (AFSCME) Collective Bargaining Unit. ISP employees are allowed and encouraged to participate in a variety of career enhancement programs offered through the Illinois Training Clearinghouse and Mobile Team Units (MTU) training conducted by the Illinois Law Enforcement Training and Standards Board (ILETSB). Tuition reimbursement is distributed to ISP employees based on specific union contractual agreements.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

5

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations received.

2017 State Asian American Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Ronald P. Cooley

Submitted: 12/1/2016 12:11:07 PM

Certification: I Agree

Individual Information: Daniel Dykstra, Chief Legal Counsel, 531 Sangamon Avenue East, Springfield, IL 62702, 217-785-2620, ddykstra@ispmeritboard.org

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers
3 Professionals
1 Technicians
0 Protective Service Workers
0 Para-Professionals
2 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

8

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Agency follows all state mandates through the Illinois Department of Human Rights and meets quarterly with IDHR liason. The agency does not have any recruitment staff.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

n/a

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

There were no open positions and no persons were hired.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: n/a

Title: n/a

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

n/a

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

n/a

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

This agency is too small to calculate underutilization.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

There was no open competitive interview invitation process.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

n/a

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

None.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None.

2017 State Asian American Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 11/1/2016 9:24:59 AM

Certification: I Agree

Individual Information: Kelley Gray, Human Resource Manager, 2101 S. Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

1	Officials and Managers
2	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

17	Officials and Managers
57	Professionals
6	Technicians
0	Protective Service Workers
6	Para-Professionals
12	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

99

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Agency staff responsible for hiring, interviewing, recruitment and EEO and attend monthly staff meetings in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of compliance.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

17

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Public Service Administrator

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

SRS is aware of websites and organizations (US Pan Asian American Chamber of Commerce, Urban League, Illinois Associates of Minorities in Government, etc.) to utilize when posting job vacancies, college and university recruitment and the ability to post vacancies at the Department of Employment Security and Department of Labor.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

None. There has been no instance in which there were members or retirees who were Asian language speaking.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: NA

Title: NA

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

NA

Number of Human Resources staff in your agency?

1

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

14

Please list the position titles.

Account Technician II Accountant Administrative Services Worker Trainee Office Assistant Office Associate Office Coordinator Pension & Death Technician I Pension & Death Technician II Public Service Administrator

---

How many of those were Asian American?

1

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

7

How many Asian Americans were promoted?

2

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The Human Resource Manager is also the EEO Officer and is responsible for compiling and submitting ll EEO reports to the Department of Human Rights and is aware of under utilization in the EEO categories. When vacancies arise every effort is made to fill those vacancies with an under utilized category.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

Veterans preference is a priority. However, if no veterans appear on the blind eligibility list, minorities can be selected with the educational requirements of the position.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 16, how many Rutan panel interviews were conducted?

11

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

4

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

Senior Public Service Administrator Public Service Administrator Pension & Death Benefit Technician II Human Resource Representative

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Upward Mobility, state sponsored training programs, tuition reimbursement

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

2017 State Asian American Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James M. Conway, Agency

Submitted: 11/30/2016 1:06:53 PM

Certification: I Agree

Individual Information: Kristene M. Callanta, Chief Administrative Officer, 160 N. LaSalle, Suite N-506, Chicago, IL 60601, 312-814-4285, kristene.callanta@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

2 Officials and Managers
2 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

3

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0 Officials and Managers
0 Professionals
0 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The Agency completed its annual Affirmative Action/EEO Plan in FY16 which was circulated to its entire staff. Accordingly, staff will use the Plan to ensure it is in compliance with all legislative mandates of the Asian American Employment Plan.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Chief Administrative Officer

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants. The Agency also submits Quarterly EEO/AA reports to the Dept. of Human Rights.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Tribunal has determined there is no need for bilingual staff.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

0

Please list the position titles.

N/A

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

0

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

While there are few opportunities to address underutilization, the Tax Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

N/A

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

0

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

0

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

N/A

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Agency will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

None

2017 State Asian American Employment Plan Survey

Agency: Transportation

Director/Secretary: Randall S. Blankenhorn

Submitted: 12/6/2016 2:12:04 PM

Certification: I Agree

Individual Information: Carlos Ramirez, Chief, Bureau of Civil Rights, 69 West Washington, Suite 2100 Chicago, Illinois 60602, (312) 793-1443, Carlos.Ramirez@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

29	Officials and Managers
52	Professionals
12	Technicians
0	Protective Service Workers
2	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
7	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

1,043	Officials and Managers
1,312	Professionals
536	Technicians
0	Protective Service Workers
135	Para-Professionals
40	Office and Clerical
70	Skilled Craft Workers
1,750	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

5,193

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
2	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
21	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

Will need to capture data to determine how recruitment and retention of Asian employees is trending.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Diversity and Recruitment Section focuses primarily on recruiting for CET and ET positions. Future plans include: 1) creating and growing new pipelines; 2) recruitment to fill other departmental needs created through retirement; 3) revitalizing the OOT program; 4) enhancing outreach efforts to Veterans; 5) increasing the number of Information sessions at Colleges and Universities with strong engineering programs during peak IDOT posting times. With the current transition of the Office into the Bureau of Personnel Management, outreach and hiring efforts to populations of color should be better coordinated. This transition includes the revision of diversity brochures and other media, and the evaluation of all programming and staff development with an eye toward introducing innovation and training where needed.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: Oversight being determined

Title: (to be determined)

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

Oversight being determined

Number of Human Resources staff in your agency?

240

How many of those Human Resources staff are minorities?

52

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

666

Please list the position titles.

ACCOUNT TECH I ACCOUNTANT ACCOUNTANT ADVANCED AUTOMOTIVE MECHANIC BRIDGE TENDER CIVIL ENGINEER I CIVIL ENGINEER II CIVIL ENGINEER III CIVIL ENGINEER IV CIVIL ENGINEER IX CIVIL ENGINEER TRAINEE CIVIL ENGINEER V CIVIL ENGINEER VI CIVIL ENGINEER VII CIVIL ENGINEER VIII DECK HAND ELECTRICAL ENGINEER III ENGINEERING TECH I ENGINEERING TECH II ENGINEERING TECH III ENGINEERING TECH IV ENGINEERING TECH V EXECUTIVE SECRETARY I EXECUTIVE SECRETARY II GEOLOGIST I HIGHWAY MAINTAINER HWY MAINT LEAD/LEAD WKR LAND SURVEYOR II LAND SURVEYOR III LAND SURVEYOR IV MANAGEMENT TECH I OFFICE ASSOCIATE OFFICE COORDINATOR OFFICE SPECIALIST OPERATIONS COMM SPECIALIST II OPERATIONS SUPERVISOR I OPERATIONS SUPERVISOR II PHOTOGRAMMETRIST I PHOTOGRAMMETRIST III PHOTOGRAMMETRIST IV PUBLIC SERVICE ADMINISTRATOR REALTY SPECIALIST II REALTY SPECIALIST III REALTY SPECIALIST IV STOREKEEPER I TECHNICAL ADVISOR IV TECHNICAL ADVISOR V TECHNICAL MANAGER I TECHNICAL MANAGER II TECHNICAL MANAGER III TECHNICAL MANAGER IV TECHNICAL MANAGER IX TECHNICAL MANAGER V TECHNICAL MANAGER VI TECHNICAL MANAGER VII TECHNICAL MANAGER VIII TECHNICAL MANAGER X

How many of those were Asian American?

17

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

1

How many employees were promoted during FY 16?

271

How many Asian Americans were promoted?

4

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

During the hiring process, the EEO Officer, who also completes the annual Affirmative Action

Plan, reviews all hiring and promotion monitors to ensure that the hiring process is being conducted in a fair and equitable manner, and is working toward remedying areas of underutilization.

If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection.

A blind listing of eligibles is requested from CMS with no candidate names provided. To ensure a manageable number of interviews from this listing, the Bureau Chief may decide to select every other eligible candidate or every fifth or tenth candidate on the list depending on the number of candidates provided. A new eligible list is then requested from CMS with the requested selection criteria and candidate names are then provided to DOT. Those candidates are all chosen for the open competitive interview process for that position.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

21

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

93

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

24

For FY 16, how many Rutan panel interviews were conducted?

392

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

4

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

381

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

8

Please list the position titles.

Civil Engineer III Civil Engineer IV Electrical Engineer III Electrical Engineer IV Engineering Tech III Engineering Tech IV

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

Employees are encouraged to improve their technical competence by pursuing and successfully completing appropriate courses of study in addition to accomplishing their regular duties. Training

and education development includes continuing education, leadership training and on-the-job development opportunities. In these areas, IDOT offers the following: Tuition Reimbursement Program. Quality training and education development services are intended to:• ensure employees continue to grow professionally,• provide for a knowledgeable, motivated and productive workforce,• improve employee skills, and• provide a pool of talented and qualified personnel to fill positions as needed. • Accelerated Leadership Proficiency Series (ALPS) • Executive Leadership Development Series (ELDS) • Growth and Training Education (GATE) • Professional Advancement of Career Engineers (PACE) • Special Training on Request (STOR) • Supervisor Training and Readiness Series (STARS)

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

12

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No recommendations were given.

2017 State Asian American Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Erica Jeffries

Submitted: 11/29/2016 10:06:42 AM

Certification: I Agree

Individual Information: Greg Dooley, EEO/ADA Officer, 833 S. Spring St. Springfield, IL 62794, 217-557-5667, greg.dooley@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
8	Professionals
2	Technicians
0	Protective Service Workers
11	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

54	Officials and Managers
285	Professionals
154	Technicians
18	Protective Service Workers
482	Para-Professionals
47	Office and Clerical
24	Skilled Craft Workers
210	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,274

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
4	Professionals
1	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

IDVA administrative staff responsible for recruitment and the selection process are mostly certified in the Rutan process. They're trained and mandated to follow all applicable State of Illinois Ethics Personnel Code Rules and Regulations as well as the procedures outlined in the Human Rights Act. These individuals keep their knowledge current by participating in CMS, DHR and agency conducted personnel meetings and training sessions. In addition, there are multiple people involved in each interview and hiring initiative which provides a checks and balances as well as over site via management and the hiring and promotion monitors.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The EEO Officer attends all Asian Employment Plan Council meetings as the agency Liaison. The EEO Officer and select HR Reps also attend a variety of different job/career fairs and the field service officers assist with recruitment as well.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

IDVA continues to assist with increasing the bilingual/Asian American employees by attending more recruiting events, conversing with other Asian employees within the agency and by getting recommendations from other agency EEO's as to what tactics to use to help increase our numbers.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: N/A

Title: N/A

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

N/A

Number of Human Resources staff in your agency?

19

How many of those Human Resources staff are minorities?

4

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

156

Please list the position titles.

VNAC'S, RN's I and II, VSO's, Office Associates

How many of those were Asian American?

1

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

-5

How many employees were promoted during FY 16?

54

How many Asian Americans were promoted?

1

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The EEO Officer participates in the open competitive hiring process by assisting the Human Resources Staff in notifying social and community organizations of vacancies any by reviewing the eligibility list and hiring and promotion monitors to ensure that qualified minority applicants are invited to the interviews.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

The EEO Office and HR ensure that we request the blind lists from CMS and circle all of the qualified minorities to invite to the interviews, especially those areas that are underutilized in specific minority categories.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

2

How many Asian American interns or student workers did you agency hire in FY 16?

0

How many veterans were hired during FY16?

25

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 16, how many Rutan panel interviews were conducted?

200

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

174

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

5

Please list the position titles.

unknown

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

IAW Section 303.390 of the CMS Personnel Rules, IDVA employees maybe eligible to participate in the tuition reimbursement program to further their career and professional developments. In addition, AFSCME-represented employees and in some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program. IDVA may also allow its employees to participate in the State of Illinois sponsored training programs.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

3

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

No

2017 State Asian American Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: Joann Fratianni

Submitted: 12/7/2016 12:54:22 PM

Certification: I Agree

Individual Information: John Lagattuta, HR/Labor Relations Director, 100 W. Randolph St., 8th Floor, Chicago, IL 60601, 312-814-6625, john.lagattuta@illinois.gov

---

As of June 30, 2016, provide the number of Asian Americans employed within each of the following EEOC categories:

3	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2016, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

25	Officials and Managers
40	Professionals
1	Technicians
0	Protective Service Workers
17	Para-Professionals
35	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

28	Officials and Managers
40	Professionals
1	Technicians
0	Protective Service Workers
20	Para-Professionals
40	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2016, provide total number of agency employees on board; include full-time, part-time and leave of absence:

172

As of June 30, 2016, provide the underutilization for Asian Americans by category:

0	Officials and Managers
2	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian American Employment Plan? (For example, training for recruitment staff, training materials, dates of trainings/meetings. If no training or other activities were conducted/materials provided please explain why.)

The HR staff was taught to work with Hiring and Promotion Monitors in order to determine whether a particular minority is underutilized. Once it is determined that there is an underutilization, managers with hiring ability are informed. Under current State hiring rules and laws, there are only a handful of positions where the Commission has independent control of hiring.

As of June 30, 2016, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

25

As of June 30, 2016, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

3

Please list their position titles.

PSA 1 PSA 3 SPSA 1

List all agency activities undertaken in implementing the State Asian American Employment Plan to increase the number of Asian American employees including recruitment/employment plans to fill positions internally and externally.

The Commission is governed by Rutan hiring and it is limited in recruitment practices.

List employment strategies used in FY 16 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Commission has a minimal need for bilingual/Asian employees.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?

Name: DNA

Title: DNA

If you have a liaison list activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and interaction with the Asian community.

DNA

Number of Human Resources staff in your agency?

3

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 16? Include new “off the street” hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

14

Please list the position titles.

Technical Advisor 3 SPSA 8L Office Coordinator 2 Office Clerk SPSA 1 Arbitrator Commissioner Technical Advisor 2 SPSA 1 Private Secretary

---

How many of those were Asian American?

0

What was the net gain of Asian American employees from prior Fiscal Year (+/)?

0

How many employees were promoted during FY 16?

5

How many Asian Americans were promoted?

0

What activities does the EEO Officer conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The positions hired during the open and competitive hiring process are covered by Rutan. Therefore, there is nothing that the EEO Office can do legally to ensure that there is minority hiring.

If random selection of candidates was part of the open competitive interview invitation process describe your agency’s method of random selection.

The Commission is bound by and follows the Rutan hiring process required by law.

How many interns or student workers did your agency hire in FY 16? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 16?

1

How many veterans were hired during FY16?

10

How many veterans were Asian American?

0

As of June 30, 2016, how many Rutan certified interviewers in your agency were Asian American?

19

For FY 16, how many Rutan panel interviews were conducted?

3

For FY 16, in how many Rutan panel interviews did Asian American interviewers participate?

5

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

18

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16:

0

Please list the position titles.

DNA

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Asians in supervisory and management positions.

The Commission reimburses employees up to $1,000.00/year for tuition.

The number of employees who received tuition reimbursement and/or enrolled in the Upward Mobility Program.

2

The number of Asian Americans receiving tuition reimbursement and/or enrolled in the Upward Mobility Program.

0

Were recommendations made to your agency by the Asian American Employment Advisory Council, DHR, CMS or the Auditor General and were any implemented by the agency?

The Commission is bound by and follows the Rutan hiring process required by law.

Appendix 4

Bilingual Needs/Bilingual Pay Survey Results

* All agencies required to complete the survey did so. Some agencies that do not have positions covered by the Personnel Code requested to participate in the survey but are not required to. Those agencies are: Executive Ethics Commission, Office of the Executive Inspector General, and the Sentencing Advisory Council.

THE BILINGUAL NEEDS AND BILINGUAL PAY SURVEY REPORT FOR FISCAL YEAR
July 1, 2015 – June 30, 2016

In accordance with Personnel Code, the Director of the Department of Central Management Services submits this report to the members of the Illinois General Assembly
December 31, 2016

Michael M. Hoffman
Acting Director

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY16 are shaded in grey.	Number of instances for which bilingual skills were required **	TIME COMMITMENT				How much of the assistance was in-depth?	Did agency use Master Contract? ***
		0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
Aging	2,211	10%	90%	0%	0%	75%	Yes
Agriculture	50	50%	25%	25%	0%	25%	No
Arts Council	3	100%	0%	0%	0%	1%	No
Capital Development Board	0	100%	0%	0%	0%	0%	No
Central Management Services	875	57%	29%	14%	0%	51%	No
Children and Family Services	2,538	0%	0%	0%	100%	100%	Yes
Civil Service Commission	0	0%	0%	0%	100%	0%	No
Commerce and Economic Opportunity	885	43%	33%	10%	14%	52%	No
Corrections	6,184	35%	30%	20%	15%	35%	Yes
Criminal Justice Information Authority	0	100%	0%	0%	0%	0%	No
Deaf and Hard of Hearing Commission	0	0%	0%	0%	100%	0%	No
Developmental Disabilities Council	2	100%	0%	0%	0%	0%	Yes
Emergency Management Agency	0	100%	0%	0%	0%	0%	No
Employment Security	17,584	67%	32%	1%	0%	100%	Yes
Environmental Protection Agency	12	100%	0%	0%	0%	20%	No
Executive Ethics Commission *	0	100%	0%	0%	0%	0%	No
Financial and Professional Regulation	1,700	65%	30%	5%	0%	30%	Yes
Gaming Board	88	70%	28%	2%	0%	24%	No
Guardianship and Advocacy Commission	125	30%	60%	10%	0%	90%	No
Healthcare and Family Services	96,556	51%	34%	10%	5%	46%	Yes
Historic Preservation	95	99%	1%	0%	0%	1%	No
Human Rights Commission	3	90%	10%	0%	0%	10%	No
Human Rights Department	2,518	65%	20%	7%	8%	15%	Yes
Human Services	202,840	49%	32%	16%	3%	31%	Yes
Illinois Commerce Commission	608	50%	50%	0%	0%	100%	No
Insurance	1,486	80%	20%	0%	0%	0%	No
Investment Board	0	100%	0%	0%	0%	0%	No
Juvenile Justice	1,176	0%	80%	20%	0%	80%	No
Labor Department	4,091	75%	25%	0%	0%	45%	No
Labor Relations Board	20	100%	0%	0%	0%	0%	No
Labor Relations Board - Educational	3	100%	0%	0%	0%	0%	No
Law Enforcement Training and Standards Board	0	100%	0%	0%	0%	0%	No
Lottery	9,256	53%	41%	6%	0%	14%	No
Military Affairs	0	0%	0%	0%	100%	0%	No
Natural Resources	200	80%	15%	5%	0%	5%	No
Office of Executive Inspector General *	175	80%	20%	0%	0%	10%	No
Pollution Control Board	0	100%	0%	0%	0%	0%	No
Prisoner Review Board	300	90%	10%	0%	0%	0%	No
Property Tax Appeal Board	0	0%	0%	0%	100%	0%	No
Public Health	4,088	85%	13%	1%	1%	67%	Yes
Racing Board	0	100%	0%	0%	0%	0%	No
Revenue	8,267	90%	10%	0%	0%	100%	Yes
State Fire Marshal	46	90%	10%	0%	0%	0%	No
State Police	58	90%	10%	0%	0%	0%	Yes
State Police Merit Board	0	100%	0%	0%	0%	0%	No

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name Agencies that reported no bilingual staff for FY16 are shaded in grey.	Number of instances for which bilingual skills were required **	TIME COMMITMENT				How much of the assistance was in-depth?	Did agency use Master Contract? ***
		0 - 15 Min	16 - 60 Min	61 Min - 1/2 day	1/2 day or more		
State Retirement Systems	0	100%	0%	0%	0%	0%	No
Tax Tribunal	0	100%	0%	0%	0%	0%	No
Transportation	50	95%	5%	0%	0%	0%	No
Veterans Affairs	350	25%	75%	0%	0%	15%	No
Workers Compensation Commission	2,500	90%	9%	1%	0%	50%	No
Statewide Totals:	**366,943**						**Yes: 12** **No: 38**

* Denotes non-code agencies which requested to particpate in the survey but are not required to.

** An "Instance" is anytime a state employee communicates with a customer using bilingual skills.

*** "Master Contract" refers to a service thru which state employees can contact a bilingual telephone operator to assist with communication.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	Employees in positions requiring bilingual skills and receiving supplement pay in FY 16	Employees that used bilingual skills in FY16	FREQUENCY OF USE				Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay?	Employees paid temporary assignment pay for bilingual skills?
			every day	1x a week	1x a month	1x a year		
Aging	8	8	100%	0%	0%	0%	No	No
Agriculture	1	1	100%	0%	0%	0%	No	No
Arts Council	0	0	0%	0%	0%	100%	Yes	No
Capital Development Board	0	0	0%	0%	0%	100%	No	No
Central Management Services	7	7	80%	15%	5%	0%	Yes	No
Children and Family Services	167	167	100%	0%	0%	0%	No	Yes
Civil Service Commission	0	0	0%	0%	0%	100%	No	No
Commerce and Economic Opportunity	7	7	26%	35%	16%	23%	No	No
Corrections	26	26	55%	35%	5%	5%	Yes	No
Criminal Justice Information Authority	0	0	0%	0%	0%	100%	No	No
Deaf and Hard of Hearing Commission	5	5	100%	0%	0%	0%	No	No
Developmental Disabilities Council	0	0	0%	0%	0%	100%	No	No
Emergency Management Agency	0	0	0%	0%	0%	100%	No	No
Employment Security	134	134	98%	0%	2%	0%	Yes	Yes
Environmental Protection Agency	3	3	100%	0%	0%	0%	Yes	No
Executive Ethics Commission	0	0	0%	0%	0%	100%	No	No
Financial and Professional Regulation	11	11	50%	40%	10%	0%	No	No
Gaming Board	1	1	0%	100%	0%	0%	Yes	No
Guardianship and Advocacy Commission	6	6	30%	50%	20%	0%	No	No
Healthcare and Family Services	95	87	67%	24%	8%	1%	No	Yes
Historic Preservation	1	1	0%	100%	0%	0%	No	No
Human Rights Commission	2	2	40%	20%	20%	20%	No	No
Human Rights Department	30	30	54%	32%	7%	7%	No	No
Human Services	1,226	1,226	48%	19%	30%	3%	Yes	Yes
Illinois Commerce Commission	3	3	100%	0%	0%	0%	No	No
Insurance	3	3	75%	25%	0%	0%	No	No
Investment Board	0	0	0%	0%	0%	100%	No	No
Juvenile Justice	5	5	100%	0%	0%	0%	Yes	No
Labor Department	13	13	92%	8%	0%	0%	Yes	No
Labor Relations Board	0	0	0%	0%	0%	100%	No	No
Labor Relations Board - Educational	0	0	0%	0%	0%	100%	Yes	No
Law Enforcement Training and Standards Board	0	0	0%	0%	0%	100%	No	No
Lottery	3	3	66%	34%	0%	0%	No	No
Military Affairs	0	0	0%	0%	0%	100%	No	No
Natural Resources	2	2	0%	0%	50%	50%	No	No
Office of Executive Inspector General	1	1	0%	100%	0%	0%	Yes	No
Pollution Control Board	0	0	0%	0%	0%	100%	No	No
Prisoner Review Board	2	2	0%	50%	50%	0%	No	No
Property Tax Appeal Board	0	0	0%	0%	0%	100%	No	No
Public Health	22	22	86%	9%	5%	0%	No	No
Racing Board	0	0	0%	0%	0%	100%	Yes	No
Revenue	18	18	25%	34%	33%	8%	Yes	Yes
State Fire Marshal	2	2	0%	0%	50%	50%	No	No
State Police	0	0	0%	0%	0%	100%	No	No
State Police Merit Board	0	0	0%	0%	0%	100%	No	No
State Retirement Systems	0	0	0%	0%	0%	100%	No	No
Tax Tribunal	0	0	0%	0%	0%	100%	No	No

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	Employees in positions requiring bilingual skills and receiving supplement pay in FY 16	Employees that used bilingual skills in FY16	FREQUENCY OF USE				Employees using bilingual skills but not in positions with bilingual skills requirement or supplement pay?	Employees paid temporary assignment pay for bilingual skills?
			every day	1x a week	1x a month	1x a year		
Transportation	12	10	0%	0%	0%	100%	No	No
Veterans Affairs	1	1	100%	0%	0%	0%	Yes	No
Workers Compensation Commission	3	3	66%	34%	0%	0%	No	No
	1,820	**1,810**					**Yes: 14** **No: 36**	**Yes: 5** **No: 45**

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	Filled Personnel Code positions with language codes	Vacant Personnel Code positions with language codes	Non-Personnel Code positions requiring bilingual skills	Posted bilingual vacancies with language code assigned	Posted bilingual vacancies with language code assigned that were filled	Positions with language codes assigned that were vacated	Positions revised to remove language code	Positions revised to add language code
Aging	8	2	0	4	2	3	0	0
Agriculture	1	6	0	0	0	0	0	0
Arts Council	0	1	0	0	0	0	0	0
Capital Development Board	0	0	0	0	0	0	0	0
Central Management Services	7	0	0	0	0	0	0	0
Children and Family Services	167	42	0	61	32	37	0	12
Civil Service Commission	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	7	10	0	0	0	0	0	0
Corrections	26	4	0	8	3	3	0	11
Criminal Justice Information Authority	0	0	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	5	3	0	0	0	2	0	0
Developmental Disabilities Council	0	0	0	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0	0	0	0
Employment Security	84	59	0	20	22	15	0	0
Environmental Protection Agency	3	0	0	0	0	0	0	0
Executive Ethics Commission	0	0	0	0	0	0	0	0
Financial and Professional Regulation	10	17	0	1	1	1	0	0
Gaming Board	1	0	0	0	0	0	0	1
Guardianship and Advocacy Commission	6	6	0	0	0	0	0	0
Healthcare and Family Services	96	101	0	18	12	17	2	6
Historic Preservation	1	0	0	0	0	0	0	0
Human Rights Commission	0	1	0	1	0	0	0	0
Human Rights Department	30	12	0	2	2	2	0	0
Human Services	1,220	771	3	129	118	265	2	8
Illinois Commerce Commission	1	0	2	0	0	0	0	0
Insurance	5	3	0	0	0	1	1	1
Investment Board	0	0	0	0	0	0	0	0
Juvenile Justice	5	0	0	1	0	0	0	0
Labor Department	12	5	0	3	2	1	0	0
Labor Relations Board	0	1	0	0	0	1	0	0
Labor Relations Board - Educational	0	0	0	0	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0	0	0	0	0
Lottery	3	0	0	0	0	0	0	0
Military Affairs	0	0	0	0	0	0	0	0
Natural Resources	0	3	0	0	0	0	0	0
Office of Executive Inspector General	0	0	0	0	0	0	0	0
Pollution Control Board	0	0	0	0	0	0	0	0
Prisoner Review Board	0	0	0	0	0	1	1	1
Property Tax Appeal Board	0	0	0	0	0	0	0	0
Public Health	19	24	2	14	11	18	4	2
Racing Board	0	0	0	0	0	0	0	0
Revenue	17	74	0	7	3	0	1	3
State Fire Marshal	2	4	0	0	0	0	0	0
State Police	0	4	0	0	0	1	0	0
State Police Merit Board	0	0	0	0	0	0	0	0
State Retirement Systems	0	0	0	0	0	0	0	0
Tax Tribunal	0	0	0	0	0	0	0	0
Transportation	2	5	2	0	0	0	1	0
Veterans Affairs	0	1	0	1	1	1	0	0
Workers Compensation Commission	3	5	0	1	0	0	0	0
Statewide Totals:	**1,741**	**1,164**	**9**	**271**	**209**	**369**	**12**	**45**

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Aging	8	0	0	0
Agriculture	1	0	0	0
Arts Council	0	0	0	0
Capital Development Board	0	0	0	0
Central Management Services	0	0	0	0
Children and Family Services	158	9	1	0
Civil Service Commission	0	0	0	0
Commerce and Economic Opportunity	5	2	0	0
Corrections	20	6	2	0
Criminal Justice Information Authority	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	5	0
Developmental Disabilities Council	0	0	0	0
Emergency Management Agency	0	0	0	0
Employment Security	120	13	1	0
Environmental Protection Agency	3	0	0	0
Executive Ethics Commission	0	0	0	0
Financial and Professional Regulation	11	0	0	0
Gaming Board	1	0	0	0
Guardianship and Advocacy Commission	4	2	0	0
Healthcare and Family Services	83	13	0	0
Historic Preservation	1	0	0	0
Human Rights Commission	3	0	3	0
Human Rights Department	21	9	0	0
Human Services	734	118	361	13
Illinois Commerce Commission	3	0	0	0
Insurance	2	1	0	0
Investment Board	0	0	0	0
Juvenile Justice	0	0	0	0
Labor Department	11	2	0	0
Labor Relations Board	0	0	0	0
Labor Relations Board - Educational	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0
Lottery	3	0	0	0
Military Affairs	0	0	0	0
Natural Resources	2	0	0	0
Office of Executive Inspector General	1	0	0	0
Pollution Control Board	0	0	0	0
Prisoner Review Board	2	0	2	0
Property Tax Appeal Board	0	0	0	0
Public Health	20	2	0	0
Racing Board	0	0	0	0
Revenue	14	4	0	0
State Fire Marshal	2	0	0	0
State Police	0	0	0	0
State Police Merit Board	0	0	0	0
State Retirement Systems	0	0	0	0
Tax Tribunal	0	0	0	0

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Non-Hispanic employees in positions requiring bilingual skills receiving bilingual pay (excluding Signing and Braille)	Employees with signing or manual communication skills	Employees with Braille transcription skills
Transportation	12	0	0	0
Veterans Affairs	1	0	0	0
Workers Compensation Commission	3	0	0	0
Statewide Totals:	**1,249**	**181**	**375**	**13**

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	**For agencies with bilingual staff:** What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
Aging	The Department monitors calls on an ongoing basis to evaluate the need to hire more staff that speak additional languages such as Polish or Chinese.
Agriculture	The Chicago area consists of predominantly Hispanic speaking state licensed and inspected meat and poultry establishments. Based on the number of plants requiring Hispanic speaking inspectors, the Agency strives to maintain at least one Hispanic speaking Meat and Poultry Inspector.
Arts Council	Judgment is made by the Agency based on the number of grant applications and technical assistance, emails and phone inquiries received each year. The Illinois Arts Council Agency is a very small agency and has utilized the language translations on several occasions.
Central Management Services	From surveys such as this and the recommendations of personnel in certain key positions.
Children and Family Services	The number of cases and investigations in addition to the number of calls coming into the Hotline indicating language assistance.
Commerce and Economic Opportunity	Determinations are assessed by management based on clients/customers served.
Corrections	Based on inmate (LEP) population and their visiting families.
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	All positions require the use of sign language in order to communicate effectively with individuals with a hearing loss. This includes the community we serve as well as staff.
Employment Security	IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.
Environmental Protection Agency	The Agency uses feedback from employees and the public to ensure effective public service.
Financial and Professional Regulation	Determination is made by the number of complaints & inquiries received by the Department that require translation. In addition, the number of licensees/applicants who require translators during the examination and investigation process.
Gaming Board	The IGB examines the data collected every year for this report, and makes a determination whether or not the statistics warrant the need for a bilingual position.
Guardianship and Advocacy Commission	The number of positions needed are determined based on client needs and requirements are determined by way of the client intake process.
Healthcare and Family Services	In general, the numbers are generated by customer/client makeup of the geographic region and population demand.
Historic Preservation	None
Human Rights Commission	None
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual options positions. Additionally, the Department has its "Filing a Charge of Discrimination" brochure in 15 different languages.
Human Services	Calls/emails received from the public with the need; bi-annual analysis of client cases/applications and divided by a case load ratio to determine the bilingual staff need; customer requests; use of contract interpreters; census and community needs; leadership needs assessment; speech/language assessments; historical data; admission data.
Illinois Commerce Commission	In determining the number of positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish.
Insurance	Reviewed by Senior Management
Juvenile Justice	Bilingual needs vary based on average commitment of 6 months or less. Union contractual provisions allow for temporary assignment pay when existing staff may be required to assist with bilingual needs on an intermittent basis. Also, time logs were kept to determine if bilingual skills were used for at least 10 % of an employees day.
Labor Department	na
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff.
Law Enforcement Training and Standards Board	NA
Lottery	Office Managers determine the operational need and inform Executive Staff.
Natural Resources	Feedback from Managers, and employees.
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in position descriptions. However, we do provide our Spanish-speaking clients with translation services.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	**For agencies with bilingual staff:** What methods does the agency employ to determine the number of bilingual positions of all types needed to render effective service to its clients?
Prisoner Review Board	Bilingual needs are assessed by the management on a periodic basis throughout the year based on the demand, agency needs, and day to day work.
Public Health	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our Limited English Proficient constituents.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual staff is necessary.
Revenue	Telephone bilingual use tracking software, client interaction tracking software, employee client interaction database review, direct employee input, direct supervisor input, continual review by Bilingual needs committee.
State Fire Marshal	
State Police	The agency relies on personnel in the field to request the need for bilingual skills.
Transportation	Operational entities notify the central office of need based on work unit functions and public interaction needs. The central office reviews the need and works with entities to establish positions.
Veterans Affairs	Veterans' Affairs Senior Management Staff consists of two bilingual staff members. In addition, there are other staff members who are Bilingual.
Workers Compensation Commission	The Commission relies on the the # of clients needing bilingual services to determine the number of employees needed to handle the clients.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	**For agencies with bilingual staff:** What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Aging	The Senior Helpline logs all bilingual calls and assistance through a client tracking system. The Department constantly monitors operations to ensure staffing is adequate to render effective service to Spanish-speaking clients.
Agriculture	It would be based on the number of Hispanic speaking state licensed and inspected meat and poultry establishments.
Arts Council	Currently, the Agency has 8 employees and one position has the Spanish language option.
Central Management Services	From surveys such as this and the recommendations of personnel in certain key positions.
Children and Family Services	The Council of Accreditation and the B. H. Consent, require a 25 cases to 1 caseworker ration and 12 investigator for 9 month period with the remaining 3 months at 15 investigations per investigator ratio. The Burgos Consent Decree require that bilingual caseload ratio are not to be higher than English speaking caseworkers and investigators.
Commerce and Economic Opportunity	Same as 14a, determinations are assessed by management based on clients/customers served.
Corrections	Based on inmate (LEP) population and their visiting families.
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	If we do provide services to spanish speaking individuals, we hire interpreters with spanish speaking sign language skills and knowledge.
Employment Security	IBIS system; self-declare; Propio; operational need & the demographics of the areas which each office serves.
Environmental Protection Agency	The Agency reviews call volume - AVAYA, the volume of work that requires translation and uses feedback from employees and the public to ensure effective service is provided to the Spanish speaking public..
Financial and Professional Regulation	See question No. 14a above.
Gaming Board	The IGB recently created a Spanish speaking position (Office Coordinator) due to the reported instances of this particular employee being asked to interpret for Spanish speaking clients.
Guardianship and Advocacy Commission	The number of positions needed are determined based on client needs and requirements are determined by way of the client intake process.
Healthcare and Family Services	Mostly based on customer/client makeup and population demand of the specific area being serviced.
Historic Preservation	None
Human Rights Commission	None
Human Rights Department	The Department's Charge Processing, Fair Housing and Legal Divisions are involved in the Department's charge processing program. A number of charges filed with the Department are filed by limited English speaking individuals. Bilingual positions required to process cases are based on charges filed annually by limited English speaking individuals. The Department also has positions which do not process cases but are required to communicate orally and/or in writing with limited English speaking individuals. The need is determined by the type of service provided and required such as investigator, receptionist, administrative, community outreach, liaison, etc. The Department has Spanish, Polish and Korean bilingual options positions. Additionally, the Department has its "Filing a Charge of Discrimination" brochure in 15 different languages.
Human Services	From the calls/inquiries by phone or emails received from Spanish Speaking customers; from management observation based on frequency of need for interpreters; review of under served areas; customer/community/student needs; census data; annual survey of patient needs.
Illinois Commerce Commission	Call center software. In determining the number of Spanish positions needed, the Consumer Services Division reviews the number of calls taken and handled in Spanish. In FY 2016, 799 calls were offered to counselors in Spanish but we were only sufficiently staffed to handle 608 of these requests, for a 23.9% failure rate. There are daily unavoidable gaps in phone coverage due to our staffing level. We have determined that we need an additional Spanish speaking counselor.
Insurance	Reviewed by Senior Management
Juvenile Justice	Youth (LEP) population.
Labor Department	na
Labor Relations Board - Educational	Annual needs assessment survey is sent to all staff.
Law Enforcement Training and Standards Board	NA
Lottery	Office Managers determine the operational need and inform Executive Staff.
Natural Resources	Feedback from Managers, and employees.
Office of Executive Inspector General	The OEIG is exempt from the Personnel Code and does not designate language requirements in position descriptions. However, we do provide our Spanish-speaking clients with translation services.
Prisoner Review Board	Review of the day to day operations, bilingual requests, and incoming/outgoing phone calls.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	**For agencies with bilingual staff:** What methods does the agency employ to determine the number of bilingual positions with Spanish language options needed to render effective service to its Spanish speaking clients?
Public Health	Bilingual needs are assessed by the management staff when positions are created and filled based on the volume of calls and contact with our Limited English Proficient constituents.
Racing Board	Feedback from licensees and employees has typically determined whether or not bilingual staff is necessary.
Revenue	Telephone bilingual use tracking software, client interaction tracking software, employee client interaction database review, direct employee input, direct supervisor input, continual review by Bilingual needs committee.
State Fire Marshal	
State Police	The agency relies on supervisors to evaluate the need for bilingual positions.
Transportation	See above.
Veterans Affairs	Most of the Agency's needs for Spanish speaking positions are within the Veterans' Affairs Service Officer's positions since they're in direct contact of the public on a daily basis to include Veterans and their families. Their needs are tracked and managed through CyberVet.
Workers Compensation Commission	The Commission assesses its needs based on the ability of the bilingual employees to handle the bilingual traffic that comes through the door.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	**For agencies with no bilingual staff:** How does the agency determine that it does not require any bilingual staff?
Capital Development Board	There have been no instances in which bilingual staff has been necessary to communicate with any of our industry partners.
Civil Service Commission	Our primary clientele consists of State of Illinois employees, none of whom require any language assistance to date.
Developmental Disabilities Council	The Council does not provide direct services, and therefore has experienced no need for bilingual employees.
Emergency Management Agency	N/A
Executive Ethics Commission	The EEC does not deal directly with the general public or have clients and therefore does not provide assistance with clients who are at a communicative disadvantage in an English –speaking environment.
Investment Board	ISBI has very limited contact with the general public. In most cases any inquiries are referred to the Retirement Systems in Springfield or CMS Deferred comp.
Labor Relations Board	By the amount of phone calls that are received asking for non English assistance.
Military Affairs	If the Agency was to have bilingual needs, we would utilize Federal personnel, Military Personnel, or personnel from another agency.
Pollution Control Board	Review of logs.
Property Tax Appeal Board	Based upon the requests received, of which there were no this fiscal year.
State Police Merit Board	We have never in the past had a situation that required a bilingual interpreter. If this ever took place we would take the necessary steps to hire staff to fulfill this need.
State Retirement Systems	There has been no requests for bilingual assistance in the last fiscal year. If there are any in the future and depending on the number of those requests, the agency would certainly consider hiring and/or paying bilingual pay to current employees.
Tax Tribunal	Review of past activity and discussion by Agency staff of an anticipated need.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.
Aging	Senior Helpline Client Tracking System
Agriculture	Call log
Arts Council	The IACA does not track translation inquiries. However, if a constituent emails a staff member; emails are kept.
Capital Development Board	NA
Central Management Services	Case notes, call logs, monthly tally sheets and case notes placed in files.
Children and Family Services	Calls to the Interpreter Line, tracked by CMS and paid for by DCFS Department of Budget and Finance
Civil Service Commission	0
Commerce and Economic Opportunity	Case management software, calendar notations, phone log, notes, event attendance.
Corrections	Facility call logs and case management software.
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	Staff notify the agency telecommunications coordinator whenever phone interpreter/translator's are used. The accountant maintains records of when in person translator/interpreters are used.
Emergency Management Agency	Master contract usage
Employment Security	Propio Interpreter Phone Service Detailed Reports, IBIS Internet Claims, Illinois JobLink System (Employment Service Tool), Ad-Hoc LEP Claims Report.
Environmental Protection Agency	AVAYA reporting for contact center software
Executive Ethics Commission	N/A
Financial and Professional Regulation	The above is a weekly face to face and telephone estimate. IDFPR does not track daily interactions with the public
Gaming Board	This data is collected by conducting a survey via e-mail
Guardianship and Advocacy Commission	case management software
Healthcare and Family Services	These are tracked via survey completed by employees receiving bilingual pay
Historic Preservation	They are not currently tracked
Human Rights Commission	call log
Human Rights Department	It depends on the Division/Unit within the Department. The Department utilizes its internal case management system and federal case management systems to track cases. Calls are tracked in a number of ways (logs, calendars, production reports, etc.) and in accordance with the Department's Division/Unit policies and procedures.
Human Services	Call logs; Information Systems databases including Excel & Access logs/databases; emails; payment invoices to Chicago Area Interpreter Referral services and Propio Language Line interview statements; individual service plans; assessment/sign-in sheets; case notes; requests for provisions of interpreters and/or Computer Aided Real-Time (CART) services; billing invoices.
Illinois Commerce Commission	Call center software- Spanish callers are tracked in queues that go only to Spanish speaking counselors.
Insurance	Calls are tracked thought the VIOP Phone System, including SS calls. Some calls are logged onto call sheets; Walk-ins are logged on sheets
Investment Board	N/A
Juvenile Justice	Facility call logs and case management software.
Labor Department	above # is number of minutes translation services provided - I do not have the number of instances in which interpretation/translation services were needed.
Labor Relations Board	0
Labor Relations Board - Educational	Call log
Law Enforcement Training and Standards Board	NA
Lottery	The interactions are not tracked by the three employee in the SS Option.
Military Affairs	No instances to track.
Natural Resources	The Department is currently tracking through call logs, and online request for various permits.
Office of Executive Inspector General	The number is derived from tallies of phone contacts and interviews with state employees and others who requested translation services.
Pollution Control Board	Logged by the Clerk's Office
Prisoner Review Board	n/a
Property Tax Appeal Board	N/A
Public Health	Interactions are tracked through software, call logs and calendars.
Racing Board	Staff does not track.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	How are the instances in which interpretation or translation of a source language into English was necessary to assist non-English-speaking tracked? Call log, case management software, LEP tracking etc.
Revenue	Call log, case management software (CRM),and Walk-in Documentation System (WDS).
State Fire Marshal	Other.
State Police	Estimated
State Police Merit Board	We track callers that need assistance through a spreadsheet, we services a very small pool of people via phone calls. Most information is done through email and we have never had a need for an interpreter.
State Retirement Systems	NA
Tax Tribunal	Docket System
Transportation	Estimated with the Emergency Traffic Patrol. BPM maintains interview files which require language translations. Not interviews required this in FY'16
Veterans Affairs	None
Workers Compensation Commission	Call logs and walk in logs.

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices).
Aging	7 Polish
Agriculture	N/A
Arts Council	0
Capital Development Board	NA
Central Management Services	N/A
Children and Family Services	2538. There are 60 source languages all together with Spanish being most in demand followed by Polish, Arabic, Hindi, Mandarin, Russian and Vietnamese
Civil Service Commission	NA
Commerce and Economic Opportunity	N/A
Corrections	513
Criminal Justice Information Authority	NA
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	2
Emergency Management Agency	N/A
Employment Security	12,692. The top 10 languages were Spanish, Polish, Cantonese, Arabic, French, Hindi, Vietnamese, Mandarin, Korean & Russian. Others, like Bosnian, Gujarati, Tagalog & Ukrainian were also used.
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	A disciplinary hearing was translated using Sign language.
Gaming Board	N/A
Guardianship and Advocacy Commission	N/A
Healthcare and Family Services	12506
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	The CMS summary indicated that the Department used the service 22 times for a total of 2760 minutes. The primary source language was Spanish but there was one instance where Malayalam (an East Indian language) was also required.
Human Services	Albanian-27; Amharic-2; Arabic-439; Armenian-3; Assyrian-23; Bengali-1; Bosnian-45; Bulgarian-25; Burmese-40; Cambodian-10; Cantonese-68; Chin-3; Chinese-1; Chinese Mandarin-4; Croatian-1; Dari-2; Farsi-32; Farsi-Iranian/Persian-1; Filipino-9; French-283; Fulani-1; Greek-15; Gujarati-77; Haitian Creole-4; Hindi-59; Italian-7; Karen-32; Karenni-6; Kinyarwanda-2; Kirundi-6; Korean-95; Lao-18; Laotian-4; Lingala-2; Lithuanian-9; Malayalam-6; Mandarin-100, Mongolian-24; Nepali-38, Nuer-1; Oromo-5; Persian-5; Polish-293; Portugese-12; Punjabi-6; Romanian-12; Russian-169; Serbian-14; Serbo-Croatian-6; Slovak-6; Somali-24; Spanish-2910; Swahili-31; Tagalog-26; Thai-6; Tigrinya-4; Turkish-5; Ukrainian-35; Urdu-57; Uzbek-1; Vietnamese-72; Yoruba-2
Illinois Commerce Commission	N/A
Insurance	N/A
Investment Board	N/A
Juvenile Justice	NA
Labor Department	na
Labor Relations Board	N/A
Labor Relations Board - Educational	n/a
Law Enforcement Training and Standards Board	NA
Lottery	NA
Military Affairs	N/A
Natural Resources	N/A
Office of Executive Inspector General	N/A
Pollution Control Board	N/A
Prisoner Review Board	n/a
Property Tax Appeal Board	N/A
Public Health	Total # of Instances = 103 6 Amharic; 2 Arabic; 1 Cantonese; 1 Karen; 1 Polish; 1 Portuguese; 3 Russian; 86 Spanish; 2 Vietnamese
Racing Board	N/A

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Did the agency utilize language interpretation services as provided by the State of Illinois Master Contract? If the answer is yes, please indicate the number of instances and the source language(s) for which those services were required. (Agencies should review the Master Contract Invoices).
Revenue	8267 instances. Albanian, Arabic, Bulgarian, Cantonese, Mandarin, Filipino, French, Gujarati, Hindi, Korean, Polish, Romanian, Russian, Croatian, Spanish, Swahili, Uzbek, Vietnamese
State Fire Marshal	N/A
State Police	Amharic 1 Arabic 2 Bosnia 1 Cantonese 1 Chinese Mandar 1 Farsi 1 French 1 Italian 1 Japanese 1 Korean 2 Kurdish 1 Mandarin 2 Mongolian 1 Polish 2 Spanish 39 Vietnamese 1
State Police Merit Board	n/a
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	N/A
Veterans Affairs	N/A
Workers Compensation Commission	DNA

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required.
Aging	N/A
Agriculture	The Agency utilizes sign language interpreters for the Illinois and DuQuoin State Fairs.
Arts Council	0
Capital Development Board	NA
Central Management Services	N/A
Children and Family Services	2538 language interpretation request , for Spanish, Arabic, Polish, Hindi, Vietnamese, Russian, Mandarin and in total 60 different languages. Private agencies and DCFS offices have their own bilingual staff mostly Spanish Speaking as it is the language that is most in demand and in compliance with the Burgos Consent Decree. DHS Immigrant Resources Guide is also used to access interpreter services.
Civil Service Commission	NA
Commerce and Economic Opportunity	No known services utilized.
Corrections	Google Translate & IDOC staff, number unknown.
Criminal Justice Information Authority	None of these services were required.
Deaf and Hard of Hearing Commission	Sign Language Interpreters are hired for staff/Commissioners for trainings/presentations and BEI Raters for evaluation of tests. SBSA and BOA's are utilized to secure Sign Language Interpreters. Licensed qualified Interpreters are not found on Master Contract.
Developmental Disabilities Council	0
Emergency Management Agency	N/A
Employment Security	Interpreters from IL Deaf & Hard of Hearing Commission were utilized several times during the FY for sign language interpreter services. Also used were Chicago Area Interpreter Services & Deaf Communication by Innovation.
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	No other interpreter services were utilized.
Gaming Board	No resources were utilized during this reporting period.
Guardianship and Advocacy Commission	1 instance of IL Relay Center for the Hearing Impaired 1-800-526-0857 number was provided to LAS to assist client
Healthcare and Family Services	NA
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	In addition to the language interpretation services phone line, the Department used Translation Smart to translate its brochures into various languages. Over the years, the Department's "Filing a Charge of Discrimination" brochure has been translated into 15 languages. The Department also utilized its bilingual staff who receive the bilingual option. Lastly, the Department also utilized sign language interpreters (two incidences for a total of 240 minutes).
Human Services	Current DHS bilingual employees; Polish Interpreters; Hispanic/Latino hotline; Spoken Language Interpreter Network; Center for Sight & Hearing; Change & Innovation; Chicago Hearing Society; Deaf Communication by Innovation; Language Access Metro Project; Multilingual Connections LLC; Computer Aided Real-Time Services
Illinois Commerce Commission	None
Insurance	N/A
Investment Board	None
Juvenile Justice	NA
Labor Department	Bulgarian, Chinese mandarin, Gujarati, Korean, Mandarin, Mongolian, Polish, Russian, Spanish, Turkish, Ukrainian, and Vietnamese
Labor Relations Board	We transfers our calls to the Dept. of Labor who has a Spanish speaking employee.
Labor Relations Board - Educational	agency employee
Law Enforcement Training and Standards Board	NA
Lottery	NA
Military Affairs	None
Natural Resources	N/A
Office of Executive Inspector General	The OEIG utilized a sign language interpreter on one occasion to assist with an interview

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	In addition to the language interpretation services phone line; what other interpreter services, persons or organizations were utilized? Please include the number of all language interpretation service requests, and the source language(s) for which these services were required.
Pollution Control Board	None
Prisoner Review Board	n/a
Property Tax Appeal Board	N/A
Public Health	n/a
Racing Board	N/A
Revenue	Federal DEA and FBI translator, 2 usages, languages not covered by Propio and part of an active case.
State Fire Marshal	N/A
State Police	State Police Officers
State Police Merit Board	none
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	N/A
Veterans Affairs	N/A
Workers Compensation Commission	None

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment?	Did your agency use census data?	Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients?	Did your agency use consent decrees?	Did your agency use data from telephone interpreters?
Aging	10	No	Yes	No	No
Agriculture	1	No	No	No	No
Arts Council	0	No	No	No	No
Capital Development Board	0	No	No	No	No
Central Management Services	8	Yes	Yes	No	No
Children and Family Services	27	No	Yes	Yes	Yes
Civil Service Commission		No	No	No	No
Commerce and Economic Opportunity		No	No	No	No
Corrections	0	No	No	No	No
Criminal Justice Information Authority		No	No	No	No
Deaf and Hard of Hearing Commission	5	No	No	No	Yes
Developmental Disabilities Council	0	No	Yes	No	Yes
Emergency Management Agency		No	No	No	No
Employment Security		Yes	Yes	No	Yes
Environmental Protection Agency	3	No	No	No	No
Executive Ethics Commission		No	No	No	No
Financial and Professional Regulation		No	No	No	No
Gaming Board	0	No	No	No	No
Guardianship and Advocacy Commission	6	Yes	Yes	Yes	No
Healthcare and Family Services		No	No	No	No
Historic Preservation		No	No	No	No
Human Rights Commission		No	No	No	No
Human Rights Department	42	No	No	No	No
Human Services		Yes	Yes	Yes	Yes
Illinois Commerce Commission	0	No	No	No	No
Insurance		No	No	No	No
Investment Board		No	No	No	No
Juvenile Justice	0	No	No	Yes	No
Labor Department		No	No	No	No
Labor Relations Board		No	No	No	No
Labor Relations Board - Educational	0	No	Yes	No	No
Law Enforcement Training and Standards Board	0	No	No	No	No
Lottery	0	No	No	No	No
Military Affairs		No	No	No	No
Natural Resources		No	No	No	No
Office of Executive Inspector General		No	No	No	No
Pollution Control Board		No	No	No	No
Prisoner Review Board		No	No	No	No
Property Tax Appeal Board	0	No	No	No	No
Public Health	45	No	No	No	No
Racing Board		No	No	No	No
Revenue		Yes	Yes	No	Yes
State Fire Marshal		No	No	No	No
State Police		No	No	No	No
State Police Merit Board	0	No	No	No	No
State Retirement Systems		No	No	No	No
Tax Tribunal	0	No	No	No	No
Transportation		No	No	No	No

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Does your agency conduct language assessment needs to determine the number of language option positions needed to provide effective services to clients who communicate in a language other than English? If yes, how many bilingual positions were determined to be needed based on that assessment?	Did your agency use census data?	Did your agency measure number of languages involved at intake or benefit determinations issued to LEP clients?	Did your agency use consent decrees?	Did your agency use data from telephone interpreters?
Veterans Affairs		Yes	No	No	No
Workers Compensation Commission	0	No	No	No	Yes

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Aging	N/A	N/A
Agriculture	N/A	N/A
Arts Council	2 employees - PSA and Arts Council Coordinator - Spanish	0
Capital Development Board	NA	NA
Central Management Services	Carlos Charneco, Senior Public Service Administrator, Interpret Spanish Eugene Reyes, Human Resources Associate, Interpret Spanish Pedro Pineda, Human Resources Representative, Interpret Spanish Maria Solórzano, Office Associate, Interpret Spanish	N/A
Children and Family Services	There is no employees that did not receive bilingual pay	8 Employees - Office Associate, Child Welfare Specialist, Child Welfare Advance Specialist, Public Service Administrator - An employee receives TA pay for the portion of the day he/she is providing bilingual services
Civil Service Commission	NA	NA
Commerce and Economic Opportunity	N/A	N/A
Corrections	10- Correctional Officers- Spanish 1- Correctional Officer-Polish 3- Correctional Residence Counselors- Spanish 2- Office Assistants-Spanish 1- Center Supervisor-Spanish 1-Executive Assistant 3-Spanish 1-Assistant Warden-Spanish	N/A
Criminal Justice Information Authority	N/A	N/A
Deaf and Hard of Hearing Commission	N/A	N/A
Developmental Disabilities Council	NA	NA
Emergency Management Agency	N/A	N/A
Employment Security	Information is not tracked. Above answer is a “guesstimate”, because information sought is not tracked. Additionally, it is not possible to survey employees who are not identified. We’re assuming by diverse workforce & diverse clientele that at least some of these used another language at one point or another. However, not enough to receive bilingual pay.	Cruz, Johnny- ESPR, 4 months, Spanish Espino, Rosaura- PSA, 2.5 days, Spanish Purdy, Asta- PSA, 2 days, Polish Szaflarska, Monika- Adm. Asst. 2, 3.75 hours, Polish Voityna, Lioubov- PSA, 2.5 days, Polish Volkhovsky, Stanislav- Exec. 1, 3.75 hours, Russian
Environmental Protection Agency	5 Employees: 4 Environmental Protection Engineers, 1 Environmental Protection Specialist. All 5 employees used Spanish.	N/A
Executive Ethics Commission	N/A	N/A
Financial and Professional Regulation	N/A	N/A
Gaming Board	Bernardo Guillen, Gaming Special Agent, Spanish Eva Hamala, Gaming Special Agent, Spanish Sandra Flores Soto, Gaming Special Agent, Spanish	N/A
Guardianship and Advocacy Commission	N/A	N/A
Healthcare and Family Services	NA	2 employees 1 Executive II (Spanish speaking) 12/2/15 - current 1 Child Support Specialist II (Spanish speaking) 3/9/16 - 7/29/16
Historic Preservation	N/A	N/A
Human Rights Commission	n/a	n/a
Human Rights Department	N/A	N/A

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Were there any agency employees that utilized language translation or interpretation skills to assist clients but did not receive a bilingual pay supplement? If the answer is yes, please list the number of employees, the employees' position titles, and the language skills that were used.	Were there any agency employees that received temporary assignment pay for utilizing bilingual skills? If the answer is yes, please list the number of employees, the employees' position titles, the duration of the temporary assignment pay and the language skills that were used.
Human Services	Not sure the exact total in an agency this large with over 196 work locations, but the following list are examples of situations that usually occur at the 24/7 Mental Health Hospitals/Developmental Centers with new admissions and are isolated and limited in number of occurrences. Mental Health Technicians - Spanish Physician - Spanish Residential Services Supervisors - Spanish Social Workers - Spanish Public Service Administrators - Manual Communication Mental Health Technicians - Manual Communication Psychiatrist - Spanish Medical Director - Spanish Managed Care Coordinator - Polish Nurse Educator - Spanish Speech Therapist - Manual Communication	The current Payroll system was not able to capture this data. Human Resources is working on a new database that hopefully will help capture this data for future reporting. Common titles; however, requesting temporary assignment pay are; Office Coordinators Human Services Caseworkers Public Aid Eligibility Assistants Human Service Casework Managers Public Aid Quality Control Reviewers Office Clerks Switchboard Operators All above titles are commonly used for Spanish Speaking skills and are utilized on an as-needed basis usually ranging from 1/2 day to a couple of months - all depending on staffing and client needs at the time.
Illinois Commerce Commission	0	0
Insurance	N/A	N/A
Investment Board	None	None
Juvenile Justice	5 Juvenile Justice Specialists-provide Spanish translation, written and oral. 1 Administrative Assistant- provides Spanish translation, written and oral.	NA
Labor Department	Director - Spanish Assistant Director - Mandarin Private Secretary II - Spanish	na
Labor Relations Board	N/A	N/A
Labor Relations Board - Educational	1, Executive Director, Spanish	n/a
Law Enforcement Training and Standards Board	NA	NA
Lottery	0	0
Military Affairs	N/A	N/A
Natural Resources	N/A	N/A
Office of Executive Inspector General	One Executive Assistant provides Spanish translation services.	N/A
Pollution Control Board	N/A	N/A
Prisoner Review Board	n/a	n/a
Property Tax Appeal Board	N/A	N/A
Public Health	n/a	n/a
Racing Board	Four employees speak with licensees: however, it is not clear that these interactions are necessary to service the licensees.	N/A
Revenue	Luis Rodriguez, Revenue Tax Specialist 3, Spanish	Emmanuel Raguay, Revenue Tax Specialist 1, Spanish
State Fire Marshal	N/A	N/A
State Police	NA	NA
State Police Merit Board	n/a	n/a
State Retirement Systems	NA	NA
Tax Tribunal	N/A	N/A
Transportation	N/A	N/A
Veterans Affairs	5-Spanish, Portugese, Albanian All of these employees are in Veterans' Assistance Officer positions	N/A
Workers Compensation Commission	0	0

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Why were agency positions designated with language options revised to delete the language option?
Aging	N/A
Agriculture	N/A
Arts Council	0
Capital Development Board	NA
Central Management Services	N/A
Children and Family Services	Not applicable
Civil Service Commission	NA
Commerce and Economic Opportunity	N/A
Corrections	N/A
Criminal Justice Information Authority	N/A
Deaf and Hard of Hearing Commission	N/A
Developmental Disabilities Council	NA
Emergency Management Agency	N/A
Employment Security	N/A
Environmental Protection Agency	N/A
Executive Ethics Commission	N/A
Financial and Professional Regulation	N/A
Gaming Board	N/A
Guardianship and Advocacy Commission	N/A
Healthcare and Family Services	Request by the hiring area
Historic Preservation	N/A
Human Rights Commission	n/a
Human Rights Department	N/A
Human Services	Employee was no longer utilizing bilingual skills with at least 10% of the time in that position.
Illinois Commerce Commission	N/A
Insurance	The additional identical on the position was changed to include more that one incumbent.
Investment Board	N/A
Juvenile Justice	NA
Labor Department	na
Labor Relations Board	0
Labor Relations Board - Educational	n/a
Law Enforcement Training and Standards Board	NO
Lottery	NA
Military Affairs	N/A
Natural Resources	N/A
Office of Executive Inspector General	N/A
Pollution Control Board	N/A
Prisoner Review Board	The employee promoted to another position within the agency and the agency revised the new position to be a bilingual position.
Property Tax Appeal Board	N/A
Public Health	Skill no longer required to serve area.
Racing Board	N/A
Revenue	Per the Legal General Counsel, no longer needed in that area.
State Fire Marshal	N/A
State Police	NA
State Police Merit Board	0
State Retirement Systems	NA
Tax Tribunal	N/A
Transportation	No proven need for the language skill requirement as it was never utilized in the position.
Veterans Affairs	N/A
Workers Compensation Commission	0

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name *Agencies that reported no bilingual staff for FY16 are shaded in grey.*	*Based on the Department of Human Rights regions please list the number of staff that receive bilingual supplemental pay in each region.*									
	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
Aging	5	0	0	0	0	0	3	0	0	0
Agriculture	1	0	0	0	0	0	0	0	0	0
Arts Council	0	0	0	0	0	0	0	0	0	0
Capital Development Board	0	0	0	0	0	0	0	0	0	0
Central Management Services	7	0	0	0	0	0	0	0	0	0
Children and Family Services	151	5	3	1	0	0	7	0	0	0
Civil Service Commission	0	0	0	0	0	0	0	0	0	0
Commerce and Economic Opportunity	5	0	0	0	0	0	2	0	0	0
Corrections	9	2	0	2	5	0	5	1	1	1
Criminal Justice Information Authority	0	0	0	0	0	0	0	0	0	0
Deaf and Hard of Hearing Commission	0	0	0	0	0	0	5	0	0	0
Developmental Disabilities Council	0	0	0	0	0	0	0	0	0	0
Emergency Management Agency	0	0	0	0	0	0	0	0	0	0
Employment Security	119	6	4	0	3	1	0	0	0	1
Environmental Protection Agency	3	0	0	0	0	0	0	0	0	0
Executive Ethics Commission	0	0	0	0	0	0	0	0	0	0
Financial and Professional Regulation	11	0	0	0	0	0	0	0	0	0
Gaming Board	1	0	0	0	0	0	0	0	0	0
Guardianship and Advocacy Commission	5	0	1	0	0	0	1	0	0	0
Healthcare and Family Services	103	5	5	0	3	2	51	0	0	0
Historic Preservation	0	0	0	0	0	0	1	0	0	0
Human Rights Commission	1	0	0	0	0	0	0	0	0	0
Human Rights Department	30	0	0	0	0	0	0	0	0	0
Human Services	809	21	175	1	11	6	194	5	2	2
Illinois Commerce Commission	3	0	0	0	0	0	0	0	0	0
Insurance	2	0	0	0	0	0	1	0	0	0
Investment Board	0	0	0	0	0	0	0	0	0	0
Juvenile Justice	5	0	0	0	0	0	0	0	0	0
Labor Department	12	0	0	0	0	0	0	0	0	0
Labor Relations Board	0	0	0	0	0	0	0	0	0	0
Labor Relations Board - Educational	0	0	0	0	0	0	0	0	0	0
Law Enforcement Training and Standards Board	0	0	0	0	0	0	0	0	0	0
Lottery	3	0	0	0	0	0	0	0	0	0
Military Affairs	0	0	0	0	0	0	0	0	0	0
Natural Resources	0	0	0	0	0	0	2	0	0	0
Office of Executive Inspector General	1	0	0	0	0	0	0	0	0	0
Pollution Control Board	0	0	0	0	0	0	0	0	0	0
Prisoner Review Board	0	0	0	0	0	0	2	0	0	0
Property Tax Appeal Board	0	0	0	0	0	0	0	0	0	0
Public Health	9	0	0	0	0	0	13	0	0	0
Racing Board	0	0	0	0	0	0	0	0	0	0
Revenue	14	0	0	0	0	0	4	0	0	0
State Fire Marshal	1	0	0	0	0	0	1	0	0	0
State Police	0	0	0	0	0	0	0	0	0	0
State Police Merit Board	0	0	0	0	0	0	0	0	0	0
State Retirement Systems	0	0	0	0	0	0	0	0	0	0
Tax Tribunal	0	0	0	0	0	0	0	0	0	0
Transportation	11	0	0	1	0	2	0	0	0	0
Veterans Affairs	1	0	0	0	0	0	0	0	0	0
Workers Compensation Commission	3	0	0	0	0	0	0	0	0	0
Statewide Totals:	**1,325**	**39**	**188**	**5**	**22**	**11**	**292**	**6**	**3**	**4**

FY 2016 Bilingual Needs and Bilingual Pay Survey

Agency Name	Is the Agency compliant with the State Services Assurance Act?	Bilingual union staff as of June 30, 2007	Bilingual union staff as of June 30, 2016
Aging	Yes	4	8
Agriculture	Yes	1	1
Arts Council	Yes	0	0
Capital Development Board	Yes	0	0
Central Management Services	Yes	3	6
Children and Family Services	No	154	160
Civil Service Commission	Yes	0	0
Commerce and Economic Opportunity	Yes	6	5
Corrections	No	45	35
Criminal Justice Information Authority	Yes	0	0
Deaf and Hard of Hearing Commission	Yes	3	1
Developmental Disabilities Council	Yes	0	0
Emergency Management Agency	Yes	0	0
Employment Security	Yes	117	127
Environmental Protection Agency	No	14	15
Executive Ethics Commission	Yes	0	0
Financial and Professional Regulation	Yes	15	10
Gaming Board	Yes	0	1
Guardianship and Advocacy Commission	Yes	6	6
Healthcare and Family Services	Yes	86	94
Historic Preservation	Yes	1	1
Human Rights Commission	Yes	4	3
Human Rights Department	Yes	21	26
Human Services	Yes	1,052	1,184
Illinois Commerce Commission	Yes	3	3
Insurance	No	0	2
Investment Board	No	0	0
Juvenile Justice	No	3	3
Labor Department	Yes	8	12
Labor Relations Board	Yes	0	0
Labor Relations Board - Educational	Yes	0	0
Law Enforcement Training and Standards Board	Yes	1	1
Lottery	Yes	1	3
Military Affairs	Yes	0	0
Natural Resources	Yes	0	2
Office of Executive Inspector General	Yes	0	0
Pollution Control Board	Yes	0	0
Prisoner Review Board	Yes	1	2
Property Tax Appeal Board	Yes	0	0
Public Health	Yes	12	19
Racing Board	Yes	5	5
Revenue	Yes	1	18
State Fire Marshal	Yes	0	2
State Police	Yes	1	0
State Police Merit Board	Yes	0	0
State Retirement Systems	Yes	0	0
Tax Tribunal	Yes	0	0
Transportation	Yes	6	12
Veterans Affairs	Yes	3	3
Workers Compensation Commission	Yes	2	2
	Statewide Totals:	**1,579**	**1,772**

Appendix 5

Illinois Department of Human Rights
Agency EEO/Affirmative Action Profiles

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department on Aging

Director: Jean Bohnhoff **EEO/AA Officer:** Melina Tomaras-Collins

Agency Workforce: 156 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTER (*7/1/15 THROUGH 6/30/16*)

Agency underutilization at the beginning of FY16 was 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 Asian. For minorities, during the year, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Agriculture

Director: Raymond Poe **EEO/AA Officer:** Linda Rhodes

Agency Workforce: 334 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 28 Females, 6 African Americans, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 28 Females, 6 African Americans, and 3 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there was 1 opportunity that did not address this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 28 Females, 5 African Americans, and 3 Asians. For minorities, during this quarter, there was one opportunity that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 27 Females, 5 African Americans, and 3 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there were was 1 opportunity that did not address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 28 Females, 6 African Americans, and 3 Asians. For minorities, during the year, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For females, there were 3 opportunities and 1 or 67% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Arts Council

Executive Director: Tatiana Gant **EEO/AA Officer:** Romie Muñoz

Agency Workforce: 8 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Capital Development Board

Executive Director: Jodi Golden **EEO/AA Officer:** Heather Humphrey

Agency Workforce: 122 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 9 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were 3 opportunities and 3 or 100% addressed this goal. The agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 6 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were 2 opportunities and 2 or 100% addressed this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 4 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16 agency underutilization was 4 Females and 1 Asian. For the minority goal, there were no opportunities to address this goal. For females, there was 1 opportunity that did not address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 9 Females and 1 Asian. For minorities, during the year there were no opportunities to address this goal. For females, there were 6 opportunities and 5 or 83% addressed this goal. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goal and there were too few opportunities to address the female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Central Management Services

Acting Director: Michael M. Hoffman **EEO/AA Officer:** Fred Stewart,II

Agency Workforce: 1,401 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 68 Females, 7 African Americans, 30 Hispanics, and 1 Asian. For minorities, during this quarter, there were 8 opportunities, 2 or 25% (1 African American and 1 Hispanic) addressed these goals. For females, there were 16 opportunities and 7 or 44% addressed these goals. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 61 Females, 6 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were 6 opportunities that did not address these goals. For females, there were 13 opportunities, 2 or 15% addressed this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 59 Females, 6 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were 9 opportunities, 2 or 22% ((2 African Americans) addressed these goals. For females, there were 10 opportunities, 2 or 20% addressed this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 57 Females, 4 African Americans, 29 Hispanics, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 6 opportunities and 4 or 67% addressed this goal. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 68 Females, 7 African Americans, 30 Hispanics, and 1 Asian. For minorities, during the year, there were 23 opportunities, 4 (3 African Americans and 1 Hispanic) or 17% addressed these goals. For females, there were 45 opportunities and 15 or 33% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [ ] Agency in non-compliance [X]

RECOMMENDATIONS/COMMENTS

This agency is at parity for people with disabilities. The agency's performance for minority goal compliance was 17%, which is lower than DHR's standard of 26%.The agency's performance for female goal compliance was 33%, which is lower than DHR's standard of 38%. The agency will be referred to the Department of Central Management Services (CMS) for training. The DHR Director will meet with the CMS Director to discuss the agency's EEO/AA program and suggestions for improving performance in this area.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Children and Family Services

Director: George H. Sheldon **EEO/AA Officer:** Daniel Fitzgerald

Agency Workforce: 2,642 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 2 Females, 2 Hispanics, and 63 Asians . For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 Asian) addressed these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 2 Hispanics and 62 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 2 Hispanics and 62 Asians. For minorities, during this quarter, there were 12 opportunities and 5 or 42% (5 Asians) addressed these goals.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 2 Hispanics and 57 Asians. For minorities, during this quarter, there were 10 opportunities and 4 or 40% (1 Hispanic and 3 Asians) addressed these goals

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY16 was 2 Females, 2 Hispanics, and 63 Asians. For minorities, during the year, there were 28 opportunities and 10 or 36% (1 Hispanic and 9 Asians) addressed these goals. This agency achieved parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Civil Service Commission

Executive Director: Daniel Stralka **EEO/AA Officer:** Andrew Barris

Agency Workforce: 4 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Commerce and Economic Opportunity

Acting Director: Sean McCarthy **EEO/AA Officer:** Miguel Calderon

Agency Workforce: 293 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTER (*7/1/15* THROUGH 6/30/*16*)

Agency underutilization at the beginning of FY16 was 3 Asians. For minorities, during these quarters, there were no opportunities to address these goals. This agency is at parity for females and people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 Asians. For minorities, during the year, there were no opportunities to address these goals. This agency is at parity for females and for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency had no opportunities to address the minority goals to consider for affirmative action evaluation.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Commerce Commission

Executive Director: Cholly Smith **EEO/AA Officer:** Leigh Ann Myers

Agency Workforce: 196 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 13 Females and 2 Asians. For minorities, during this quarter, there were 5 opportunities that failed to address these goals. For females, there were three opportunities, 1 or 33%, addressed the goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 12 Females and 2 Asians. For minorities, during this quarter, there was one opportunity that did not address minority goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 12 Females and 2 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 2 opportunities that did not address this goal. This agency is at parity for people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 12 Females and 2 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity, 1 or 100%, addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 13 Females and 2 Asians. For minorities, during the year, there were 9 opportunities that did not address these goals. For females, there were 6 opportunities, 2 or 33% that addressed this goal. This agency is at parity for people with disabilities.

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Corrections

Acting Director: John R. Baldwin **EEO/AA Officer:** Fernando Chavarria

Agency Workforce: 11,222 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 600 Females, 48 African Americans, 48 Hispanics, 39 Asians, and 5 American Indians. For minorities, during this quarter, there were 66 opportunities and 6 or 9% (5 African Americans and 1 Asian) addressed these goals. For females, there were 107 opportunities and 24 or 22% addressed this goal. This agency is underutilized by 265 people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 576 Females, 43 African Americans, 48 Hispanics, 38 Asians, and 5 American Indians. For minorities, during this quarter, there were 43 opportunities and 11 or 26% (5 African Americans, 2 Hispanics, and 4 Asians) addressed these goals. For females, there were 133 opportunities and 31 or 23% addressed this goal. This agency is underutililized by 264 people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 545 Females, 38 African Americans, 46 Hispanics, 34 Asians, and 5 American Indians. For minorities, during this quarter, there were 60 opportunities and 9 or 15% (3 African Americans, 3 Hispanics, and 3 Asians) addressed these goals. For females, there were 179 opportunities and 45 or 25% addresed this goal. This agency is underutililized by 263 people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 500 Females, 35 African Americans, 43 Hispanics, 31 Asians and 5 American Indians. For minorities, during this quarter, there were 41 opportunities and 5 or 12% (3 African Americans and 2 Asians) addressed these goals. For females, there were 94 opportunities and 29 or 31% addressed this goal. This agency is underutililized by 263 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 600 Females, 48 African Americans, 48 Hispanics, 39 Asians, and 5 American Indians. For minorities, during the year, there were 210 opportunities and 31 or 15% (16 African Americans, 5 Hispanics, and 10 Asians) addressed these goals. For females, there were 513 opportunities and 129 or 25% addressed this goal. This agency is underutililized by 263 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency did not meet the minimum compliance criteria for females due to the fact that there are few females in the applicant pool. Furthermore, when reviewing the female and male hiring data both are hired at a comparable rate. The agency has established recruitment program for all groups and has accomplished their performance measures that were outlined in their affirmative action plan. During FY16, the Local Workforce Investment Act (LWIA) program help the agency identify candidates for the Correctional Officer trainee position. The program has had good results and the agency has hired minorities that will address underutilization. This program has helped, with the increase in the participation of minorities and women, and is permanent and applied throughout the state. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contacts with professional organizations. For these reasons, the agency was granted an exception.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Council on Developmental Disabilities

Acting Executive Director: Kimberly Mercer-Schleider **EEO/AA Officer:** Janinna Hendricks

Agency Workforce: 9 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Criminal Justice Information Authority

Executive Director: John Maki **EEO/AA Officer:** Luz Agosto

Agency Workforce: 66 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Deaf and Hard of Hearing Commission

Director: John Miller **EEO/AA Officer:** Tonia Bogener

Agency Workforce: 7 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Educational Labor Relations Board

Chairman: Andrea Waintroob

EEO/AA Officer: Renee Strickland

Agency Workforce: 9

Fiscal Year: 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*****This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X]

Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Emergency Management Agency

Director: James K. Joseph **EEO/AA Officer:** Kevin Moore

Agency Workforce: 174 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH SECOND QUARTER (*7/1/15 THROUGH 12/31/15*)

Agency underutilization at the beginning of FY16 was 9 Females and 1 Asian. For minorities during these quarters, there were no opportunities to address these goals. For females during these quarters, there were no opportunities to address these goals. This agency is underutilized by 2 people with disabilities.

THIRD QUARTER (*1/1/16* THROUGH *3/31/16*)

As of 1/1/16, agency underutilization was 9 Females and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity to hire, and 1 or 100% addressed this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 8 Females, and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was no opportunity to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY16 was 9 Females and 1 Asian. For minorities, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goal. This agency is underutilized by 2 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the female and disability goals, and no opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Employment Security

Director: Jeffery D. Mays **EEO/AA Officer:** Anna D'Ascenzo

Agency Workforce: 1,103 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 4 Females, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 3 Females and 2 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal.

THIRD THROUGH FOURTH QUARTERS (*1/1/16 THROUGH 6/30/16)*

As of 1/1/16, agency underutilization was 2 Females and 2 Asians. For minorities, during these quarters, there were no opportunities to address this goal. For females, during these quarters, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY16 was 4 Females, 1 Hispanic, and 2 Asians. For minorities, during the year, there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

Agency achieved parity for Hispanics.

*There were too few opportunities to address the female and minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Environmental Protection Agency

Acting Director: Alec Messina **EEO/AA Officer:** Jill Johnson

Agency Workforce: 696 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginng of FY16 was 77 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 9 opportunities and 4 or 44% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 73 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 73 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 72 Females, 3 African Americans, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities and 4 or 100% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginng of FY16 was 77 Females, 3 African Americans, and 1 Asian. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 14 opportunities and 9 or 64% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Financial and Professional Regulation

Secretary: Bryan A. Schneider **EEO/AA Officer:** Vivian Toliver

Agency Workforce: 432 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 1 African American and 10 Asians. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (1 African American and 2 Asians) addressed these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 8 Asians. For minorities, during this quarter, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 African American and 10 Asians. For minorities, during the year, there were 10 opportunities and 3 or 30% (1 African American and 2 Asians) addressed these goals. Agency is at parity for females. This agency at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

During the year, the agency achieved parity for African Americans.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Office of the State Fire Marshal

Fire Marshal: Matt Perez **EEO/AA Officer:** Jodi Schrage

Agency Workforce: 116 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/14* THROUGH *9/30/15*)

Agency underutilization at the beginning of FY16 was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there was one opportunity that did not address this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16, agency underutilization was 4 Females, 2 African Americans, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there was one opportunity that did not address this goal. For females, during this quarter, there were no opportunities to address this goal.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Gaming Board

Administrator: Mark Ostrowski **EEO/AA Officer:** Karen Weathers

Agency Workforce: 170 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 15 Females, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there was one opportunity, 1 or 100%, 1 Asian, addressed these goals. For females, there was one opportunity, 1 or 100%, addressed this goal. This agency is underutilized by 1 person with a disability.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 14 Females, 1 Hispanic, and 2 Asians. For minorities, during this quarter, there were 2 opportunities, 1 or 50%, 1 Hispanic that addressed these goals. For females, there were two opportunities that did not address this goal. This agency is underutilized by 1 person with a disability.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 14 Females and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutilized by 1 person with a disability.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 14 Females and 2 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, during this quarter, there was one opportunity to address this goal, 1 or 100%, addressed the goal. This agency is underutilized by 1 person with a disability.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 15 Females, 1 Hispanic, and 3 Asians. For minorities, during the year, there were 3 opportunities to address these goals, 2 (1Hispanic and 1 Asian) or 67% addressed the goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is underutilized by 1 person with a disability.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Guardianship and Advocacy Commission

Executive Director: Dr. Mary L. Milano **EEO/AA Officer:** Gia Orr

Agency Workforce: 94 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (*7/1/15 THROUGH 6/30/16*)

Agency underutilization for the beginning of FY16 was 2 Asians. For minorities, during the year, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Healthcare and Family Services

Director: Felicia F. Norwood **EEO/AA Officer:** Derrick Davis

Agency Workforce: 1,983 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 1 Female, 2 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (1 African American and 1 Hispanic) addressed these goals. For females, during this quarter, there was 1 opportunity and 1 or 100% addressed this goal. This agency achieved parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 1 African American, 1 Hispanic, and 3 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

THIRD QUARTER (*1/1/16* THROUGH *3/31/16*)

As of 1/1/16, agency underutilization was 1 African American, 1 Hispanic, and 3 Asians. For minorities, during these quarters, there were 2 opportunities and 1 or 50% (1 Hispanic) addressed these goals.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 10/1/15, agency underutilization was 1 African American and 3 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 Female, 2 African Americans, 2 Hispanics, and 3 Asians. During the year, there were 10 opportunities and 3 or 30% (1 African American and 2 Hispanics) addressed these goals. This agency is at parity for females. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

The agency is at parity for females and during the year the agency achieved parity for Hispanics.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Historic Preservation Agency

Director: Heidi Brown-McCreery **EEO/AA Officer:** Lori Tinsley

Agency Workforce: 140 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH SECOND QUARTERS (*7/1/15* THROUGH 12/31/15)

Agency underutilization at the beginning of FY16 was 2 Females, and 2 African Americans. For females and minorities, there were no opportunities to address these goals during these quarters. This agency is underutilized by one person with a disability.

THIRD QUARTER (*1/1/16* THROUGH 3/31/16)

Agency underutilization as of January 1, 2016 was 2 Females, and 2 African Americans. For females, there were no opportunities to address these goals during these quarters. For minorities, there was one opportunity, 1 African American or 100%, addressed these goals. This agency is underutilized by one person with a disability.

FOURTH QUARTER (*4/1/16* THROUGH 6/30/16)

Agency underutilization as of April 1, 2016 was 2 Females, and 1 African American. For females, there were no opportunities to address these goals during these quarters. For minorities, there were no opportunities to address these goals. This agency is underutilized by one person with a disability.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 2 women and 2 African Americans. For minorities, during the year, there was 1 opportunity, 1 or 100% (1 African American) addressed this goal. There were no opportunities to address the female goals. This agency is underutilized by one person with a disability.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the female goals and too few to address the minority and disability goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Human Rights Commission

Executive Director: N. Keith Chambers **EEO/AA Officer:** Dr. Ewa I. Ewa

Agency Workforce: 18 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Human Rights

Acting Director: Janice Glenn **EEO/AA Officer:** Michelle Dirksen

Agency Workforce: 127 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTER (*7/1/15 THROUGH 6/30/16*)

Agency underutilization at the beginning of FY16 was 3 African Americans and 3 Asians. During these quarters, there no opportunities to address the minority goals. This agency is at parity for females. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 African Americans and 3 Asians. During the year, there no opportunities to address the minority goals. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Human Services

Acting Secretary: James T. Dimas **EEO/AA Officer:** Ganapathi Ramaswamy

Agency Workforce: 13,321 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 70 Females, 18 African Americans, 193 Hispanics, 154 Asians, and 1 American Indian. For minorities, during this quarter, there were 138 opportunities and 10 or 7% (3 African Americans, 6 Hispanics, 1 Asian) addressed these goals. For females, there were 12 opportunities and 6 or 50% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 64 Females, 15 African Americans, 187 Hispanics, 153 Asians, and 1 American Indian. For minorities, during this quarter, there were 153 opportunities and 20 or 13% (1 African American, 7 Hispanics, and 12 Asians) addressed these goals. For females, there were 8 opportunities to address this goal and 7 or 88% addressed this goal. In the second quarter, there were 9 additional hires of people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 56 Females, 14 African Americans, 180 Hispanics, 141 Asians, and 1 American Indian. For minorities, during this quarter, there were 113 opportunities and 11 or 10% (5 Hispanics, 2 African Americans and 4 Asians) addressed these goals. For females, there were 12 opportunities and 11 or 92% addressed this goal. There were an additional 17 hires of people with disabilities this quarter.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 45 Females, 12 African Americans, 175 Hispanics, 137 Asians, and 1 American Indian. For minorities, during this quarter, there were 39 opportunities and 6 or 15% (2 African Americans, 2 Hispanics,and 2 Asians) addressed these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal. There were an additional 15 hires of people with disabilities this quarter.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 70 Females, 18 African Americans, 193 Hispanics, 154 Asians, and 1 American Indian. For minorities, during the year, there were 443 opportunities and 47 or 11% (20 Hispanics, 8 African Americans, and 19 Asians) addressed these goals. For females, there was 35 opportunities and 27 or 77% addressed this goal. This agency is at parity for people with disabilities and hired a number of employees with disabilities throughout the year.

FINDINGS

Agency in compliance [ ] Agency in non-compliance [X]

RECOMMENDATIONS/COMMENTS

This agency was at parity for people with disabilities at the beginning of the year and continued to hire during the year through the Successful Disability Opportunities program, which is to be commended. There were 35 opportunities to address female goals, and 27 or 77% addressed these goals, which exceeds the Department of Human Rights' (DHR) standard of 38% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 26%, and a referral will be made to the Department of Central Management Services for training. Because this is the third year in a row in which the agency failed to meet DHR's standard, the Department of Human Services (DHS) will be required to prepare and submit a corrective action plan. In addition, DHR's Director will meet with the DHS Secretary to discuss the agency's current EEO/AA program and suggestions for improving the agency's performance in this regard.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Independent Tax Tribunal

Director: James Conway

EEO/AA Officer: Kristene Callanta

Agency Workforce: 3

Fiscal Year: 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X]

Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Insurance

Acting Director: Anne Melissa Dowling **EEO/AA Officer:** Anne Marie Skallerup

Agency Workforce: 233 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 3 females. For minorities, the agency is at parity. For females, there were 3 opportunities and 1 or 33% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15* THROUGH *12/31/15*)

As of 10/1/15, agency underutilization was 2 females. For females, there was 1 opportunity and 1 or 100% addressed this goal.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 1 female. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16, agency underutilization was 1 female. For females, there was 1 opportunity that addressed this goal. Achieved parity for females.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 females. For minorities, the agency is at parity. For females, the agency achieved parity. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

Agency is at parity for all affirmative action groups.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Board of Investment

Executive Director: William R. Atwood **EEO/AA Officer:** Alise White

Agency Workforce: 10 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*****This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Juvenile Justice

Acting Director: Jesse Montgomery

Acting EEO/AA Officer: Fernando Chavarria

Agency Workforce: 1,071

Fiscal Year: 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 94 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 4 opportunities and 2 or 50% addressed this goal. This agency is underutilized by 9 people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 92 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were 23 opportunities and 15 or 65% addressed this goal. This agency is underutilized by 9 people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 77 Females, 7 Hispanics, and 29 Asians. For minorities, during this quarter, there were 17 opportunities and 1or 6% (1 Hispanic) addressed these goals. For females, there were 26 opportunities and 20 or 77% addressed this goal. This agency is underutilized by 8 people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 49 Females, 6 Hispanics and 29 Asians. For minorities, during this quarter, there were 21 opportunities and 1 or 5% (1Hispanic) addressed these goals. For females, there were 14 opportunities and 8 or 57% addressed this goal. This agency is underutilized by 7 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 94 Females, 7 Hispanics, and 29 Asians. For minorities, during the year, there were 41 opportunities and 2 or 5% (2 Hispanics) addressed these goals. For females, there were 67 opportunities and 45 or 67% addressed this goal. This agency is underutilized by 7 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency has established recruitment program for all groups and has accomplished their performance measures that was outlined in their affirmative action plan. During FY16, the agency EEO/AA Officer developed a Local Workforce Investment Act (LWIA) pilot program (outreach workshops) that would help the agency identify candidates for the Juvenile Justice Specialist intern position. The agency has also worked with the African American, Asian, and Hispanic Employment Plan Councils, Chinese American Service League in Chicago, sponsored the Asian American Heritage month in Chicago, and outreach with faith based organizations to recruit minorities, etc. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contacts with professional organizations. For these reasons, the agency was granted an exception.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Labor

Director: Hugo Chaviano **EEO/AA Officer:** Ann Pufundt

Agency Workforce: 85 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 1 Female, 1 Hispanic, and 1 Asian. For minorities and females, during this quarter, there were no opportunities to address these goals. At the beginning of the year, the agency was at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/14, agency underutilization was was 1 Female, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was one opportunity, 1 or 100% addressed this goal. The agency is at parity for people with disabilities.

THIRD QUARTER THROUGH FOURTH QUARTER (*1/1/16 THROUGH 6/30/16*)

As of 1/1/16, agency underutilization was 1 Hispanic, and 1 Asian. For minorities, during these quarters, there were no opportunities to address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 Female, 1 Hispanic, and 1 Asian. For minorities, during the year, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for Females and people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*****There were no opportunities to address minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Labor Relations Board

Executive Director: Melissa Mlynski **EEO/AA Officer:** Carla Stone

Agency Workforce: 14 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Law Enforcement Training and Standards Board

Executive Director: Brent Fischer **EEO/AA Officer:** Anthony Raffety

Agency Workforce: 19 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Lottery

Acting Director: Gregory Smith **EEO/AA Officer:** Peter Romano

Agency Workforce: 153 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTER (*7/1/15* THROUGH *6/30/16*)

Agency underutilization at the beginning of FY16 was 2 Females. For Females during these quarters, there was one opportunity that did not address this goal. This agency is at parity for minorities and people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 2 Females. For minorities, during the year, there was one opportunity that did not address this goal. This agency is at parity for females and people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address female goals this year.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Medical District Commission

Executive Director: Suzet McKinney, DrPh, MPH **EEO/AA Officer:** Kesner Bienvenu

Agency Workforce: 12 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Military Affairs

Adjutant General: Richard J. Hayes Jr. **EEO/AA Officer:** Anthony L. Boster

Agency Workforce: 224 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTER (*7/1/15 THROUGH 6/30/16*)

Agency underutilization at the beginning of FY16 was 16 Females and 1 Hispanic. For minorities and females, there were no oportunities to address these goals. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 16 Females and 1 Hispanic. For minorities and females, during the year, there were no opportuniteis to address these goals. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Natural Resources

Director: Wayne A. Rosenthal **EEO/AA Officer:** Franklin Johnson

Agency Workforce: 1,126 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 145 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goals. The agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 144 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity and 1 or 100% addressed these goals. The agency was at parity for people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 143 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there was one opportunity that failed to address these goals. For females, there was one opportunity that did not address this goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 143 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there were 6 opportunities and 5 or 83% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 145 Females, 47 African Americans, 19 Hispanics, and 5 Asians. For minorities, during the year, there were 2 opportunities that did not address these goals. For females, there were 9 opportunities and 7 or 78% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address minority or female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Police

Director: Leo P. Schmitz **EEO/AA Officer:** Lieutenant Christy White

Agency Workforce: 2,700 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15* THROUGH 9*/30/15*)

Agency underutilization at the beginning of FY16 was 72 Females, 38 African Americans, 21 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities and or 50% (1 Hispanic) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is underutililized by 23 people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address these goals. This agency is underutililized by 21 people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address goals. This agency is underutililized by 21 people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 71 Females, 38 African Americans, 20 Hispanics, 24 Asians, and 2 American Indians. For minorities, during this quarter, there were no opportunies to address these goals. For females, there were no opportunities to address this goal. This agency is underutililized by 21 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 72 Females, 38 African Americans, 21 Hispanics, 24 Asians, and 2 American Indians. For minorities, during the year, there were 5 opportunities and 1 or 20% (1 Hispanic) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is underutililized by 21 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address female, minority, and people with disabilities goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Police Merit Board

Executive Director: Ronald P. Cooley **EEO/AA Officer:** Jenny Thornley

Agency Workforce: 6 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Pollution Control Board

Executive Director: Thomas Johnson **EEO/AA Officer:** Kathryn L. Griffin

Agency Workforce: 23 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	**X**		
2. Met minimum compliance criteria:			
a. Minorities	**X**		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	**X**		
4. Appropriate EEO/AA training programs.	**X**		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	**X**		
6. Timely submission of required reports.	**X**		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			**X**
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	**X**		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	**X**		

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 1 female. The agency is at parity for minorities. For females, there was one opportunity, and 1 or 100%, to address this goal. The agency is now at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [**X**] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Prisoner Review Board

Chairman: Craig Findley **EEO/AA Officer:** Nichole Damhoff

Agency Workforce: 23 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Property Tax Appeal Board

Executive Director: Louis Apostol **EEO/AA Officer:** Becky Hesse

Agency Workforce: 30 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	**X**		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	**X**		
4. Appropriate EEO/AA training programs.	**X**		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	**X**		
6. Timely submission of required reports.	**X**		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			**X**
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	**X**		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	**X**		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Public Health

Director: Nirav D. Shah, M.D., J.D. **EEO/AA Officer:** Robin Tucker-Smith

Agency Workforce: 1,112 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 3 African Americans, 3 Hispanics, and 3 Asians. For minorities, during this quarter there was 1 opportunity and 1 or 100% (1 Hispanic) addressed this goal. The agency is at parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15)*

As of 10/1/14, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16)*

As of 1/1/16, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 3 African Americans, 2 Hispanics, and 3 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 African Americans, 3 Hispanics, and 3 Asians. For minorities, during the year, there were 8 opportunities and 1 or 13% (1 Hispanic) addressed these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Racing Board

Executive Director: Domenic DiCera **EEO/AA Officer:** Jackie Clisham

Agency Workforce: 12 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (*7/1/15* THROUGH *6/30/16*)

Agency underutilization at the beginning of FY16 was 2 Females. For females, there were no opportunities to address this goal during these quarters. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address this goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Retirement Systems

Executive Secretary: Timothy B. Blair **EEO/AA Officer:** Kelley Gray

Agency Workforce: 99 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:	*		
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 4 Females and 1 African American. For minorities, during this quarter, there were no opportunities to address this goal. For females, during this quarter, there were no opportunities to address these goals. The agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 4 Females and 1 African American. For minorities, during the quarter, there was 1 opportunity that failed to address this goal. For females, during this quarter, there were no opportunities to address these goals.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 4 Females and 1 African American. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, there was one opportunity, 1 or 100%, addressed the goal.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16, agency underutilization was 3 Females and 1 African American. For minorities and females, during the quarter, there were no opportunities to address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 4 Females, and 1 African American. For minorities, during the year, there were 2 opportunities that did not addresse these goals. For females, during the year, there was 1 opportunity, 1 or 100%, addressed these goals. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were two few opportunities to address minority or female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Revenue

Director: Constance Beard **EEO/AA Officer:** John Nelson

Agency Workforce: 1,491 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 3 Females, 12 Hispanics, and 6 Asians. For minorities, during this quarter, there was 1 opportunity to hire and 1 Asian,or 100%, addressed these goals. For females, during this quarter, there were no opportunities to address these goal. The agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 3 Females, 12 Hispanics, and 5 Asians. For minorities, during the quarter, there was 1 opportunity that did not address these goals. For females, during this quarter, there was 1 opportunity that did not address these goals.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 3 Females, 12 Hispanics, and 5 Asians. For minorities, during the quarter, there were 4 opportunities, 1Hispanic or 25%, addressed these goals. For females, during this quarter, there were no opportunities to address these goals.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16, agency underutilization was 3 Females, 11 Hispanics, and 5 Asians. For minorities, during the quarter, there were no opportunities to address these goals. For females, during the quarter, there were no opportunities to address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 Females, 12 Hispanics, and 6 Asians. For minorities, during the year, there were 6 opportunities and 2 or 33% (1 Hispanic and 1 Asian), addressed these goals. For females, during the year, there was 1 opportunity that did not address the goals.The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address minority and female goals. The agency hired from the Successful Disability opportunities list, which is commendable.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Transportation

Secretary: Randall Blankenhorn **EEO/AA Officer:** Carlos Ramirez

Agency Workforce: 5,009 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 937 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 2 opportunities that failed to address these goals. For females, there were 9 opportunities and 4 or 44% addressed this goal. This agency is underutilized by 124 people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, agency underutilization was 933 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Hispanic) addressed these goals. For females, there were 10 opportunities and 3 or 33% addressed this goal. This agency is underutilized by 124 people with disabilities.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, agency underutilization was 930 Females, 41 African Americans, 131 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there were 4 opportunities and 3 or 75% (3 African Americans) addressed these goals. For females, there were 27 opportunities and 13 or 48% addressed this goal. This agency is underutililized by 124 people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, agency underutilization was 917 Females, 38 African Americans, 131 Hispanics, 24 Asians, and 1 American Indian. For minorities, during this quarter, there was one opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were 50 opportunities and 13 or 26% addressed this goal. This agency is underutililized by 121 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY16 was 937 Females, 41 African Americans, 132 Hispanics, 24 Asians, and 1 American Indian. For minorities, during the year, there were 10 opportunities and 5 or 50% (4 African Americans and 1 Hispanic) addressed these goals. For females, there were 96 opportunities and 33 or 34% addressed this goal. This agency is underutililized by 121 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency does a good job in addressing its minority goals; however, its goal for people with disabilities remains high, 121. Next year, the agency should make use of the Successful Disability Opportunities program when it has code vacancies. The female performance level was 34%, which is slightly lower than the DHR standard of 38%. Because the agency failed to make significant progress towards its disability and female goals, the DHR Director will meet with the Department of Transportation's Secretary to discuss its EEO/AA program and suggestions to improve performance in this area.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Veterans' Affairs

Acting Director: Erica L. Jeffries **EEO/AA Officer:** Greg Dooley

Agency Workforce: 1,274 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/15 THROUGH 9/30/15*)

Agency underutilization at the beginning of FY16 was 3 Females, 15 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there were 8 opportunities to address the minority goals, 2 African Americans, or 25%, addressed these goals. During this quarter, there were no opportunties to address the female goals. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/15 THROUGH 12/31/15*)

As of 10/1/15, underutilization was 3 Females, 13 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there were 11 opportunities, 3 African Americans, or 27% , addressed the minority goals. For females, during this quarter, there were no opportunities to address these goals. This agency is at parity for people with disabilities and this quarter hired two individuals from the Successful Disability Opportunities list.

THIRD QUARTER (*1/1/16 THROUGH 3/31/16*)

As of 1/1/16, underutilization was 3 Females, 10 African Americans, 16 Hispanics, and 5 Asians. During this quarter, there was one opportunity that failed to address the female goals. For minorities, during this quarter, there were 10 opportunities, 1 African American, or 10%, addressed these goals. The agency is at parity for people with disabilities, and hired 2 people with disabilities this quarter.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16)*

As of 4/1/16, underutilization was 3 Females, 9 African Americans, 16 Hispanics, and 5 Asians. For minorities during this quarter there were 12 opportunities, 2 (1Hispanic and 1 African American), or 17%, that addressed these goals. For females during this quarter there were two opportunities that did not address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 3 Females, 15 African Americans, 16 Hispanics, and 5 Asians. For minorities, there were 40 opportunities and 8, or 20%, (7 African Americans and 1 Hispanic) addressed these goals. For females, there were 3 opportunities that did not address this goal. This agency is at parity for people with disabilities and hired several times from the Successful Disability Opportunities list this year.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

The agency is at parity for people with disabilities and had too few opportunities to evaluate in regards to addressing female affirmative action performance. The agency did a good job of using the Successful Disability Opportunities program. For minorities, 8 out of 41 hires, or 20% addressed goals. This performance fails to meet DHR's standard for minorities, however, the agency documented a good faith effort, and many of the hires were in areas where minority populations are low. The agency is commended on its recruitment program and outreach.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Workers' Compensation Commission

Chairman: Joann M. Fratianni **Interim EEO/AA Officer:** John Lagattuta

Agency Workforce: 171 **Fiscal Year:** 2016

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH THIRD QUARTERS (*7/1/15 THROUGH 3/31/16*)

Agency underutilization at the beginning of FY16 was 2 Asians. During these quarters, there were no opportunities to address this goal. Agency is at parity for females. The agency is at parity for people with disabilities.

FOURTH QUARTER (*4/1/16 THROUGH 6/30/16*)

As of 4/1/16, agency underutilization was 2 Asians. During this quarter, there was 1 opportunity that did not address this goal

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY16 was 2 Asians. During the year, there was 1 opportunity that did not address the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS: *There were too few opportunities to address the minority goal.

Printed by the Authority of the State of Illinois. Printed on Recycled Paper
15 copies IOCI 17-0335 01/17