

EEOP Utilization Report



Fri Jan 13 12:24:54 EST 2017

Step 1: Introductory Information

Grant Title:	Second Chance Act Statewide Recidivism Reduction	Grant Number:	2014-CZ-BX-0025
Grantee Name:	Illinois Department of Corrections	Award Amount:	\$1,000,000.00
Grantee Type:	State Government Agency		
Address:	1301 Concordia Court Springfield, Illinois 62702		
Contact Person:	Director John R. Baldwin	Telephone #:	217-558-2200
Contact Address:	1301 Concordia Court Springfield, Illinois 62702		
DOJ Grant Manager:	Ania Dobrzanska	DOJ Telephone #:	202-598-7476

Policy Statement:

Pursuant to federal, state and local laws, the Illinois Department of Corrections is committed to maintaining a workforce that is free of unlawful discrimination, on the basis of race, color, national origin, gender, religion, disability, age, sexual orientation or preference, marital or family status, pregnancy, or political affiliation. The above policy extends to contractual staff or nonemployees who may enter the workplace. The agency's nondiscriminatory policy and procedures for filing, investigating and resolving complaints alleging unlawful employment discrimination is available in hard copy and posted on the agency's internal website.

The agency's equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels with the agency and to address underutilization in these groups. The state does provide a veterans preference in employment to those who are eligible under applicable statutes.

Step 4b: Narrative Underutilization Analysis

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, females and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

In reviewing the Utilization Analysis Chart (UAC) the EEO/AA Officer noted the following:

- 1) Asian Americans were underutilized in each category.
- 2) Hispanic Females (-9%) and White Females (-12%) were underutilized in the Service Maintenance job category.
- 3) White Females (-27%) and African-American Females (-10%) were underutilized in the Protective Services (Non-sworn) job category.
- 4) Hispanic Males were underutilized in the Service Maintenance Category (-16%) and in the Skilled Craft Category (-15%).
- 5) White Males were underutilized for Officials/Administrators (-6%) and Administrative Support (-18%) job categories.

This EEO/AA Officer compared the last EEO Utilization Report completed in 2012 to the present one to gauge the increase or reduction in underutilization. Due to the State of Illinois fiscal situation, in Fiscal 2013, IDOC had five facility closures, one of which was a facility for female offender. As a result, there were fewer opportunities to hire and promote at that time. In Fiscals 2014 and 2015, there was an increase in new hires, but also an increase in separations (retirement, resignations, etc.), which sustain underutilization at certain facilities.

(To be continued) 'See Attachment'

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Asian Americans from applying for position within IDOC.

- a. The agency is primarily comprised of correctional facilities and the EEO/AA Officer has provided information to Asian organizations and individuals regarding the Correctional Officer Trainee position. It should be noted that recruiters have also participated in events/job fairs with Chinese American Service League and during Asian American Heritage Month. Recruiters have attended job fairs at Southern and Central Illinois to attract candidates such as Red Bud Career Center and Rend Lake Community College.
- b. EEO/AA Officer will continue to meet with other state agencies as well as organizations that have programs or resources in place to aid in identifying potential Asian male and female candidates. Also, efforts have been made to reach out to Asian American organizations and provide them with materials on State positions and the hiring process by putting a link to our Correctional Officer application on their websites.
- c. EEO/AA Officer will continue to attend monthly meetings with Asian American Employment Plan Commission to examine recruitment efforts and discuss alternatives to attract Asian Americans to the agency.

2. Identify barriers in recruitment, application and/or the testing for Women and Minorities for security vacancies in the Protective Service category.

- a. The EEO/AA Officer will continue to review the screening/testing process to assess the number of Women and Minorities attending screening/testing for the Protective Service positions.
- b. As of the last quarter, the agency had 11,811 employees and 8,189 employees are in the Protective Service category. Recruitment efforts are on-going to target females in Protective Service category. IDOC will continue to work toward reducing underutilization by specifically targeting the aforementioned Affirmative Action group when attending job fairs hosted by educational institutions, such as Southeastern Community College, Morton College and Olive-Harvey College. IDOC recruiters have attended job fairs hosted by religious organizations, community organizations and private and public entities. Other efforts to reduce underutilization, recruiters attend job fairs that

attract veterans, for instance the IL Veterans Job Fair, various Hiring Our Heroes job events, and the Marine Corps Resource Fair.

3. To encourage Women to participate in training and/or educational opportunities to become eligible for positions in the Service/Maintenance job category.

- a. Positions in the Service/ Maintenance category are promotable positions governed by the Collective Bargaining Agreement (CBA). These positions are occupations in which the job duties involve but not limited to the comfort, convenience, safety of the general public or providing of services for the upkeep and care of buildings or facilities of public property.
- b. The agency offers a percentage of tuition reimbursement for staff attending approved educational institutions and training programs through the Upward Mobility Program. Employees who participate in the Upward Mobility Program are eligible to promote to select titles.

4. To encourage Hispanic males to participate training and/or apply for positions in Service/Maintenance and Skilled Craft job categories.

- a. Service/Maintenance workers perform duties resulting in or contributing to the hygiene, safety and maintenance of property, facilities or grounds. Job titles in this category include, but are not limited to, food supervisor, laundry manager, maintenance worker, stationary fireman and sewage plant operator.

Skilled Craft workers are tradesmen positions which require specific knowledge and skill set. Positions in this category include, but are not limited to, carpenter, plumber, electrician, barber and steamfitter.
(To be continued) 'See Attachment'

- b. Recruiters attend annual employment conferences, for instance, the Illinois Association of Hispanic State Employees and Illinois Latino Legislative Caucus Foundation to recruit potential candidates to the agency. Recruiters have also attended job fairs hosted by at National Latino Education Institute, Rock Island Military Arsenal, Northwestern College and Jesse Brown Veterans Affairs Medical Center. The EEO/AA Officer continues to work with faith-based organizations (St. Paul Church) to offer career-readiness, pre-apprenticeship training program for minorities and women in order to assist in eligibility for tradesmen job titles.

5. To encourage White males to apply for positions in the job categories of Officials / Administrators and Administrative Support.

- a. Recruitment for these positions internally and externally is ongoing utilizing the State of Illinois web page, which advertises all open positions at Illinois State agencies.
- b. Through the collaborative effort of CMS and the collective bargaining agreement a career mobility program was developed to give state employees opportunities for advancement. Individual counseling is provided to employees to aid in navigating career goals and opportunities in areas of office services, human services and data processing.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEO Utilization Report to Executive Staff, Administrators and Public Safety Shared Services Division.
2. A copy of the EEO Utilization Report will be placed in the master file of the Grants Division.
3. Post a copy of the EEO Utilization Report on bulletin boards of the Human Resources Representatives at each facility, division or unit.
4. Within 30 days of receiving the U.S. Justice Department's approval of the agency's EEO Utilization Report, the EEO/AA Officer will notify staff via email that a copy of the EEO Utilization Report is accessible on the agency's internal website.
5. The Office of Affirmative Action will send an electronic memorandum to employees stating that a copy of the EEO

Utilization Report is available upon request from its office.

Step 7b: External Dissemination

1. Applicants, vendors and contractors will be notified that the agency has developed an EEOP Utilization Report available upon request during Pre-Service Orientation Training and Annual Cycle Training.
2. Post a copy of the EEOP Utilization Report on the agency's web page that is accessible to employees and the public.
3. Electronically file a copy of the EEOP Utilization Report on the State of Illinois Library's file deposit system.

Utilization Analysis Chart
Relevant Labor Market: Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	145/43%	8/2%	40/12%	0/0%	3/1%	0/0%	0/0%	0/0%	112/33%	3/1%	21/6%	3/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	381,580/49%	28,075/4%	24,260/3%	350/0%	24,385/3%	175/0%	2,135/0%	1,345/0%	233,950/30%	22,435/3%	35,780/5%	405/0%	14,620/2%	120/0%	1,710/0%	905/0%
Utilization #/%	-6%	-1%	9%	-0%	-2%	-0%	-0%	-0%	3%	-2%	2%	1%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	480/35%	22/2%	142/10%	1/0%	5/0%	0/0%	0/0%	0/0%	578/42%	19/1%	132/10%	2/0%	7/1%	0/0%	0/0%	0/0%
CLS #/%	377,965/34%	27,380/2%	33,490/3%	375/0%	53,570/5%	115/0%	3,260/0%	1,850/0%	470,225/42%	34,110/3%	66,530/6%	485/0%	47,055/4%	125/0%	4,365/0%	1,700/0%
Utilization #/%	1%	-1%	7%	0%	-4%	-0%	-0%	-0%	-0%	-2%	4%	0%	-4%	-0%	-0%	-0%
Technicians																
Workforce #/%	106/33%	6/2%	15/5%	0/0%	3/1%	0/0%	0/0%	0/0%	152/48%	3/1%	31/10%	1/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	46,455/30%	5,570/4%	5,480/4%	95/0%	8,055/5%	0/0%	360/0%	310/0%	60,710/40%	5,400/4%	12,695/8%	120/0%	7,245/5%	15/0%	680/0%	310/0%
Utilization #/%	3%	-2%	1%	-0%	-4%	0%	-0%	-0%	8%	-3%	1%	0%	-4%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	14/64%	1/5%	5/23%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	63,935/55%	8,880/8%	18,660/16%	180/0%	1,440/1%	10/0%	845/1%	155/0%	10,345/9%	1,850/2%	9,100/8%	55/0%	220/0%	0/0%	135/0%	65/0%
Utilization #/%	8%	-3%	7%	-0%	-1%	-0%	-1%	-0%	-4%	-2%	-3%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	6024/74%	236/3%	622/8%	32/0%	39/0%	3/0%	0/0%	0/0%	885/11%	54/1%	283/3%	4/0%	6/0%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	3,845/33%	540/5%	505/4%	55/0%	65/1%	0/0%	100/1%	20/0%	4,500/38%	410/3%	1,545/13%	4/0%	105/1%	0/0%	109/1%	0/0%
Utilization #/%	41%	-2%	3%	-0%	-0%	0%	-1%	-0%	-27%	-3%	-10%	0%	-1%	0%	-1%	0%
Administrative Support																
Workforce #/%	40/8%	2/0%	3/1%	2/0%	2/0%	0/0%	0/0%	0/0%	407/80%	15/3%	33/6%	2/0%	3/1%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	413,770/26%	72,885/5%	59,265/4%	515/0%	28,895/2%	60/0%	3,860/0%	2,055/0%	718,820/45%	117,645/7%	137,910/9%	1,090/0%	32,730/2%	330/0%	6,475/0%	2,940/0%
Utilization #/%	-18%	-4%	-3%	0%	-1%	-0%	-0%	-0%	35%	-4%	-2%	0%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	315/92%	4/1%	11/3%	3/1%	0/0%	0/0%	0/0%	0/0%	7/2%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	335,985/70%	75,640/16%	25,710/5%	470/0%	7,080/1%	85/0%	2,275/0%	890/0%	16,565/3%	5,765/1%	4,005/1%	110/0%	1,820/0%	0/0%	195/0%	105/0%
Utilization #/%	22%	-15%	-2%	1%	-1%	-0%	-0%	-0%	-1%	-1%	-0%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	532/75%	8/1%	33/5%	3/0%	3/0%	0/0%	0/0%	0/0%	88/12%	2/0%	35/5%	2/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	534,715/32%	276,190/17%	116,285/7%	1,140/0%	28,705/2%	235/0%	5,565/0%	3,030/0%	398,000/24%	145,230/9%	104,695/6%	730/0%	28,005/2%	200/0%	5,215/0%	2,400/0%
Utilization #/%	43%	-16%	-2%	0%	-1%	-0%	-0%	-0%	-12%	-9%	-1%	0%	-2%	-0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓				✓					✓			✓			
Professionals		✓			✓		✓			✓			✓		✓	
Technicians					✓					✓			✓			
Protective Services: Non-sworn		✓					✓	✓	✓	✓	✓		✓		✓	
Administrative Support	✓	✓	✓		✓					✓			✓			
Skilled Craft		✓			✓					✓						
Service/Maintenance		✓	✓		✓				✓	✓			✓			

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Fernando Chavarria

Administrator

10-18-2016

[signature]

[title]

[date]

Step 4b: Narrative Underutilization Analysis

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, females and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

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This EEO/AA Officer compared the last EEOP Utilization Report completed in 2012 to the present one to gauge the increase or reduction in underutilization. Due to the State of Illinois' fiscal situation, in Fiscal 2013, IDOC had five facility closures, one of which was a facility for female offender. As a result, there were fewer opportunities to hire and promote at that time. In Fiscals 2014 and 2015, there was an increase in new hires, but also an increase in separations (retirement, resignations, etc.), which sustain underutilization at certain facilities. Prior to July 1, 2015, State of Illinois was divided into eleven (11) regions, and then after July 1st divided into ten (10) regions based upon population, work force statistics, proximity of metropolitan areas and community patterns in order to compare the availability of each appropriate Affirmative Action groups class in each job category to the workforce of each state entity. The dividing of the regions also affected underutilization in certain regions.

However, in 2014, 2015 and 2016 IDOC has improved its recruitment efforts by attending numerous job fairs and participating information sessions to recruit potential candidates. Recruiters also conducted on-site interviews through outreach workshops with Cook County Workforce partnership, Local Workforce Investment Act 7 (LWIA 7) and work with the minority Employment Plan Commissions (African American, Asian and Hispanic) in planning outreach events to disseminate the information on our Outreach Workshops to their communities.

It is important to also note that recruitment efforts are monitored by the Illinois Department of Human Rights (IDHR). IDHR's assessment is based on opportunities to hire/promote. Promotions and/or hires pursuant to the Collective Bargaining Agreement (CBA) are not

considered “opportunities” as terms and conditions of the CBA govern the promotional process. For IDOC, “opportunities” to hire primarily exist in the category of Protective Service which includes the security staff within the correctional facilities. Of 11,811 employees, 8,189 are in the Protective Service job category. The Protective Service workers can promote or take a voluntary reduction into titles within any of the job categories as long as they have the requisite qualifications.

Moreover, positions that cannot be filled by the CBA or are not covered by a CBA are handled by Illinois Department of Central Management Services (CMS). CMS is an Illinois state agency who oversees the posting of all vacancies for positions in the state government agencies. CMS also handles the applicant process, with includes scheduling and providing a “Grade” designating the applicant’s qualification for the position.

It should be noted that the 21 employees indicated in the job category of Protective Service Sworn on the UAC are titled as (19) Internal Security Investigators (considered Professionals), (1) Public Service Administrator (Deputy Chief) and (1) Senior Public Service Administrator (Chief).

Step 5 & 6: Objectives and Steps

4. **To encourage Hispanic males to participate training and/or apply for positions in Service/Maintenance and Skilled Craft Categories.**

- a. Service/Maintenance workers perform duties resulting in or contributing to the hygiene, safety and maintenance of property, facilities or grounds. Job titles in this category include, but are not limited to, food supervisor, laundry manager, maintenance worker, stationary fireman and sewage plant operator.

Skilled Craft workers are tradesmen positions which require specific knowledge and skill set. Positions in this category include, but are not limited to, carpenter, plumber, electrician, barber and steamfitter.

The EEO/AA Officer is working with Human Resources personnel. to establish a methodology for bilingual testing on employees at correctional facilities to increase the number of bilingual staff in accordance with the 5 ILCS 382/3-15 State Services Assurance Act for 2008. Through bilingual testing, not only will this improve number of employees that can provide services to the correctional population; but also gives the employee the options to apply for positions with a bilingual option. Moreover, the Agency's Personnel posts positions on the Illinois Department of Central Management Services (CMS) website for all state employees. Each facility, office and/or unit within IDOC will also post vacancies at their perspective location for employees to have opportunities to promote.