



State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS 2018

Asian American Employment Plan



Respectfully submitted to the Illinois General Assembly
by Central Management Services



OFFICE OF THE GOVERNOR

207 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706

BRUCE RAUNER
GOVERNOR

Dear Member of the Illinois General Assembly:

The enclosed 2018 Asian-American Employment Plan evaluates the Asian-American representation within the State's workforce through a transparent and comprehensive presentation of demographic data. The representation of Asian-Americans in the State's workforce among coded employees was 3% in 2017. That representation is equal to the percent of Asian-Americans applying for positions with the State. It is also within one percent of the representation in Illinois' labor market throughout the employee lifecycle, including in supervisory, technical, professional, and managerial positions.

The State of Illinois provides the highest value to taxpayers when the workforce that powers State government is diverse and inclusive. Companies that capitalize upon the science behind diversity and inclusion are able to leverage their differences to better fulfill their organizational missions and become leaders in their industries. I have instructed my administration to explore opportunities to apply diversity and inclusion strategies in the State's workforce to better reflect the growing diversity within our State and strengthen our ability to represent and serve the people of Illinois.

For meaningful and sustainable change, State agencies must implement creative and effective internal mechanisms that provide structural support for their diversity efforts. Many have already begun. For example, 15% of agencies have designated a liaison to foster relationships within the Asian-American community. Many agencies offer diversity and unconscious bias training to Human Resources staff, Rutan interviewers, and other decision-makers in the employment selection process. This 2018 Asian-American Employment Plan highlights current agency best practices and offers additional examples and recommendations.

I wish to thank Asian-American Employment Plan Advisory Council for their hard work and I invite agency representatives, elected officials, and members of the general public to attend Council meetings to discuss and exchange approaches to diversity.

Together we will create a more prosperous Illinois where everyone has the opportunity to succeed.

Sincerely,

A handwritten signature in black ink that reads "Bruce Rauner". The signature is fluid and cursive, with the first name "Bruce" being larger and more prominent than the last name "Rauner".

Bruce Rauner
Governor, State of Illinois



ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Tim McDevitt, Acting Director

Dear Member of the Illinois General Assembly:

We are pleased to present the enclosed 2018 Asian-American Employment Plan. While the representation of Asian-Americans in the State's workforce (3%) during 2017 was less than the representation of Asian-Americans in Illinois' labor market (5%), it was equal to the percentage of Asian-Americans in the applicant pool for the State's workforce. In addition, it remained within one percentage point of the representation of Asian-Americans in the Illinois labor market throughout the employee lifecycle, including in supervisory, technical, professional, and managerial positions.

One of Governor Bruce Rauner's first initiatives upon entering office was to direct his administration to fortify efforts to augment the diversity within the State's workforce. Governor Rauner recognizes that the infusion of diversity and inclusion is scientifically proven to improve our workforce, our government, and our ability to serve the people of Illinois.

This year, under the direction of Governor Bruce Rauner, we leveraged the principles of diversity and inclusion to establish a framework within which to evaluate the State's workforce diversity efforts. First, we comprehensively examine Asian-American representation within the State's workforce at State-wide and agency levels and throughout the employee lifecycle.

Next, we focus on agencies' internal structural mechanisms designed to support, contribute to, and advance their workforce diversity efforts. Many State agencies have begun implementing internal procedures that complement and strengthen their diversity efforts. In this 2018 Asian-American Employment Plan, we highlight agency best practices and offer goals and recommendations for agencies' consideration.

We believe these actions will not only bolster our current diversity efforts, but also help sustain them. We look forward to your feedback and suggestions. Through the unified efforts of State agencies, legislators, the Asian-American Employment Plan Advisory Council, the general public, and our other stakeholders, we can become a leader in the nation for harnessing the tremendous benefits of diversity and inclusion for the benefit of our employees, our State, and our citizens.

Sincerely,

Tim McDevitt
Acting Director



2018 Asian-American Employment Plan

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ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Tim McDevitt, Acting Director

Bruce Rauner, Governor

*As state employees,
we are all part of a team of public servants
working for our fellow citizens*

Governor Bruce Rauner¹

¹ [Office of the Governor website, "Team Illinois"](#).

2018 Asian-American Employment Plan

EXECUTIVE SUMMARY

The State of Illinois is committed to cultivating our workforce through diversity and inclusion strategies. The benefits of diversity and inclusion in the workplace are staggering and well established. Statistical results verify with high confidence that 87% of the time diverse and inclusive business teams drive decision-making twice as fast with half the meetings and arrive at more valuable decisions. Businesses that embrace and embed diversity and inclusion principles into their cultures transform into leaders of their industries. Companies that do not actively pursue workforce diversity not only fail to lead, they lag.

As employee engagement and productivity rises, so does the ability of the organization to fulfill its mission. This is particularly important in the public sector where the State's mission involves outstanding service to the people of Illinois.

The State of Illinois has begun to develop diversity and inclusion strategies in our workforce. This 2018 Asian-American Employment Plan explains the reasons behind the success of diversity and inclusion and provides a framework in which to evaluate our diversity program.

First, we examine diversity statistics regarding the State's workforce by reviewing the representation of Asian-American in the State's workforce from application through departure from various angles: within the State's workforce, within various organizational levels in the workforce, and within State agencies.

While the representation of Asian-Americans in the State's workforce (3%) during 2017 was less than the representation of Asian-Americans in Illinois' labor market (5%), it remained within one percentage point of the representation in Illinois' labor market throughout the employee lifecycle, including in supervisory, technical, professional, and managerial positions.

Next, we evaluate the structural mechanisms agencies have implemented that support, promote, and reinforce their diversity efforts. We found that many agencies have already designed practices and approaches that welcome diversity and eliminate potential barriers to employment unrelated to job qualifications. For example, 15% of agencies have designated a liaison to foster relationships within the Asian-American community. Many agencies offer diversity and unconscious bias training to Human Resources staff, Ruman interviewers and other decision-makers in the employment selection process.

This Employment Plan highlights agency best practices and offers goals and recommendations for agencies' consideration.

2018 Asian-American Employment Plan

GOVERNING AUTHORITY

I. Governor Rauner's Mandate to Enrich the Diversity of the State's Workforce

This 2018 Asian-American Employment Plan represents Governor Bruce Rauner's:

unwavering commitment to building a workforce that truly reflects the incredible diversity of Illinois ... through sustained efforts ... to create a more inclusive and representative state workforce to ensure Illinois remains a leader in diverse employment practices and serves as an example for all Illinois employers.²

II. Legal Obligations to Enrich the Diversity of the State's Workforce

The Civil Administrative Code of Illinois (Department of Central Management Services Law) requires the Department of Central Management Services (CMS) to develop and implement plans, in consultation with the Asian-American Employment Plan Advisory Council and other subject matter experts, to increase the number of Hispanics employed by State government and at supervisory, technical, professional, and managerial levels.³

The statute also requires the Asian-American Employment Plan Advisory Council to examine:

- The prevalence and impact of Asian-Americans employed by State government
- The barriers faced by Asian-Americans who seek employment or promotional opportunities in State government, and
- Possible incentives that could be offered to foster the and promotion employment of Asian-Americans in State government⁴

This 2018 Asian-American Employment Plan includes recommendations for ways to increase the number of Asian-American State employees, the number of Asian-American State employees who are promoted, and the number of Asian-American State employees in supervisory, technical, professional, and managerial positions; and tracks hiring and promotion practices of Asian-American employees.

² [2017 Asian-American Employment Plan](#), Governor Rauner Correspondence.

³ [Civil Administrative Code of Illinois \(Department of Central Management Services Law\)](#), 20 ILCS 405-120.

⁴ Id, at §405/121.

2018 Asian-American Employment Plan

2018 ASIAN-AMERICAN EMPLOYMENT PLAN DATA SOURCES

This 2018 Asian-American Employment Plan draws data from (a) computer-generated employment-related data and (b) agency responses to the 2018 Asian-American Employment Plan Survey.

I. Computer-Generated Data from State Employment Databases

The Department of Central Management Services (CMS) administers the State's merit employment system in accordance with the Personnel Code,⁵ and current collective bargaining agreements.⁶ Employment data cited in this 2018 Asian-American Employment Plan derive from CMS unless otherwise noted.

II. Survey Data from State Agencies' Responses to 2018 Asian-American Employment Plan Survey⁷

A. Statutory Authority for 2018 Asian-American Employment Plan Survey

The Department of Central Management Services is statutorily designated to develop the Asian-American Employment Plan, monitor State agency compliance, and receive agencies' annual reports regarding their activities to implement the Employment Plan. To retrieve these annual reports, CMS sends State agencies an annual Asian-American Employment Plan Survey to gather the necessary data. CMS has jurisdiction over employees in positions covered by the Personnel Code ("coded positions").⁸

B. Voluntary Participation in 2018 Asian-American Employment Plan Survey

State agencies with employees exempted from the Personnel Code are encouraged to participate in the annual African-American, Hispanic, or Asian-American Employment Plan Surveys. This year, four non-coded agencies voluntarily participated: Executive Ethics Commission, Medical District Commission, Office of the Executive Inspector General, and Procurement Policy Board.

C. Distribution of 2018 Asian-American Employment Plan Survey

The 2018 Asian-American Employment Plan Survey was disseminated to 50 State agency heads, EEO Officers, Workforce Diversity staff, human resources staff, and others plus the four agencies which elected to voluntarily participate online via Survey Monkey from December 1, 2017 through December 15, 2017. Extensions to submit survey responses were granted through January 9, 2018.

⁵ [Personnel Code](#), 20 ILCS 415/3 and 4.

⁶ [CMS' website, Bureau of Personnel](#).

⁷ Survey data based on actual survey responses.

⁸ [Civil Administrative Code of Illinois \(Department of Central Management Services Law\)](#), 20 ILCS 405/405-120, 121, 125.

2018 Asian-American Employment Plan

INTRODUCTION

I. Illinois Proudly Embraces Workforce Diversity

One of Governor Rauner's first initiatives upon entering office was to direct his administration to fortify efforts to augment the diversity within the State's workforce. Compelling new scientific research validates his actions in a remarkable way.

II. Compelling Research Affirms Illinois' Workforce Diversity Efforts

Augmenting and leveraging diversity among State employees is scientifically proven to improve our workforce, our government, and our ability to serve the people of Illinois.

Statistical results verify with "high confidence" that 87% of the time diverse and inclusive business teams drive decision-making twice as fast with half the meetings and arrive at more valuable decisions.⁹ Decades of statistical research by organizational scientists, psychologists, sociologists, economists, and demographers demonstrates that diversity and inclusion initiatives dramatically improve problem-solving, decision-making, and innovation,¹⁰ even in non-work settings.¹¹

Businesses that are diverse and inclusive are industry leaders who are better able to accomplish their mission.¹² Conversely, companies that do not to actively pursue workforce diversity not only fail to lead, they lag.¹³

III. Diversity and Inclusion Benefits All of Us

Diversity and inclusion benefits everyone, regardless of race, ethnicity, or organizational level. Employees become more engaged and motivated to fully exercise their skills and talents, which sparks a more high-functioning organization in a better position to accomplish its goals.¹⁴

⁹ [Forbes, "New Research: Diversity + Inclusion = Better Decision Making At Work," Erik Larson \(September 2017\), citing Cloverpop, "Hacking Diversity with Inclusive Decision Making: New Research Reveals how Inclusive Decision Making activates Diversity for Better Business Performance and a Decisive Competitive Advantage." \(White Paper, September 2017\).](#)

¹⁰ [Scientific American, "How Diversity Makes Us Smarter: Being Around People Who Are Different From Us Makes Us More Creative, More Diligent and Harder-working," \(October 2014\).](#)

¹¹ For example, scientific papers written by diverse groups receive more citations and have higher impact factors, and racially diverse juries are better at exchanging information during deliberation, more closely considering facts, making fewer errors recalling relevant information. *Id.*

¹² [McKinsey & Company, "Why Diversity Matters," \(January 2015\).](#)

¹³ *Id.*

¹⁴ [Cloverpop; U.S. Department of Veterans Affairs, Office of Diversity and Inclusion, "Diversity and Inclusion Strategic Plan: Fiscal Years 2017-2020".](#)

The success of diversity and inclusion can be attributed to biochemistry. The simple act of diversifying a group improves the quality of its work.¹⁵ In groups with similar members, the collective brainstorming process can be hampered by an assumption of shared perspective. Groups with dissimilar members, however, anticipate opinion differences and expect consensus to be challenging. Diversity “jolts ... cognitive action.”¹⁶ Collective brainstorming sessions become more valuable and lead to a more useful outcome, provided the environment invites various viewpoints.¹⁷ Inclusion – welcoming difference – is essential to activate and leverage diversity to yield these benefits.¹⁸

IV. Diversity is the Means to Galvanize State Government

In the public sector, workforce diversity and inclusion are even more pertinent given our responsibilities to the people of Illinois to be transparent, accountable, ethical, and motivated. Diversity and inclusion can help us retain our position as a leader in the nation with amplified abilities to fulfill Governor Rauner’s intention of creating a more prosperous state which delivers higher value to its taxpayers.¹⁹

V. The State’s Population and Workforce Demographics are Growing Together

The State of Illinois is richly diverse. Following the population boom of people of color by over 850,000 between 2000 and 2010, more than a third (35%) of Illinois residents are either African-American, Hispanic, or Asian-American.²⁰

People of color will soon become the majority, as has happened in California, Hawaii, Nevada, New Mexico, and Texas.²¹ As of 2012, a majority of babies born in the U.S. were people of color.²² In Illinois, as of 2011, almost 50% of the population under 1 years of age were people of color.²³

¹⁵ [Scientific American, “How Diversity Makes Us Smarter: Being Around People Who Are Different From Us Makes Us More Creative, More Diligent and Harder-working,”](#) (October 2014).

¹⁶ *Id.*

¹⁷ [Harvard Business Review, “How Diversity Can Drive Innovation,”](#) (December 2013).

¹⁸ [Cloverpop.](#)

¹⁹ [State of Illinois website, “About the Governor”.](#)

²⁰ [Census Viewer, “Population of Illinois: Census 2010 and 2000 Interactive Map, Demographics, Statistics, Quick Facts”.](#)

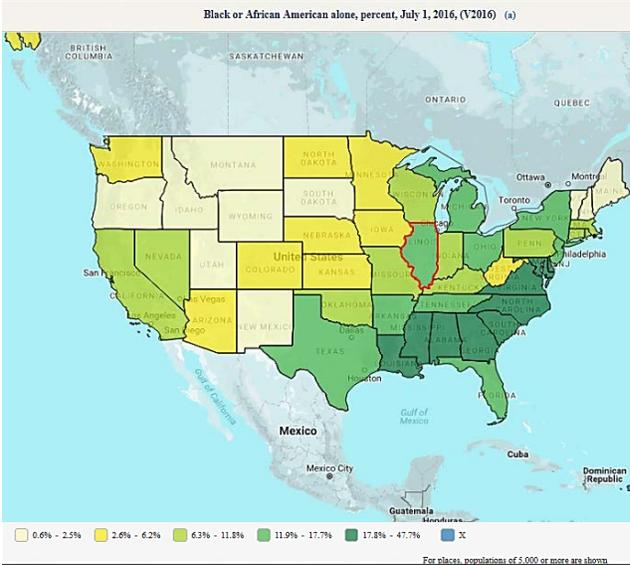
²¹ [World Population Review, Illinois Population, \(January 2018\).](#)

²² [Governing the States and Localities, “A State by State Look at Growing Minority Populations”](#) (June 2015).

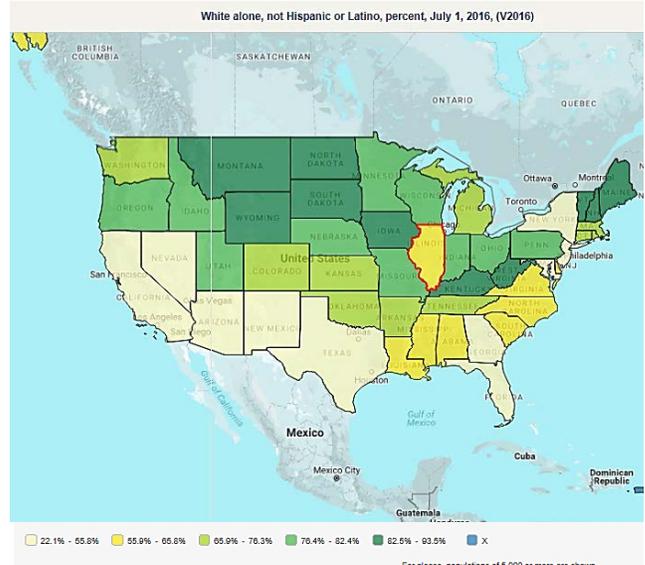
²³ [World Population Review, Illinois Population, \(January 2018\).](#)

The charts below illustrate how the representation of various populations within Illinois (outlined in red) compares to other states.

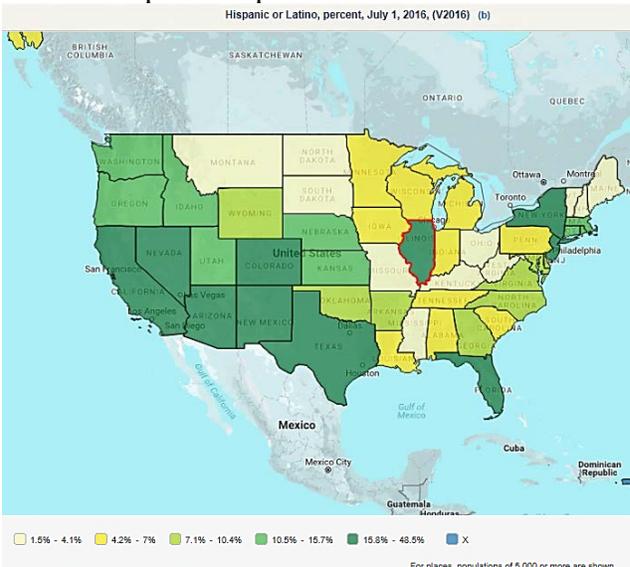
Illinois African-American Population: 14.7%²⁴



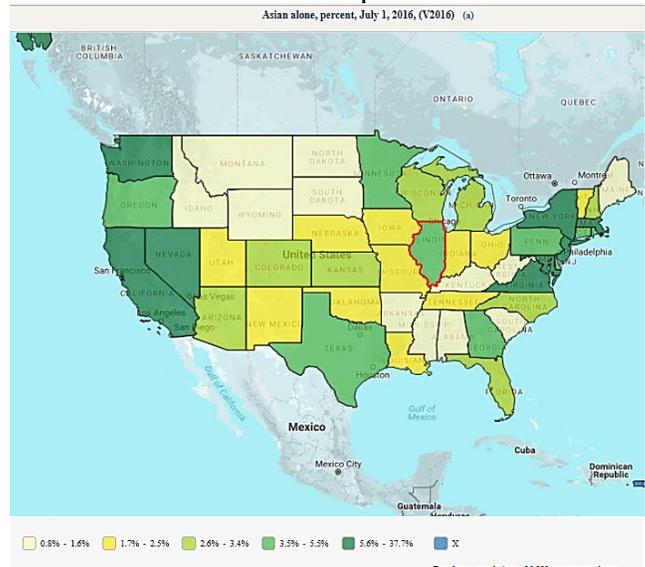
Illinois Caucasian Population: 61.7%²⁵



Illinois Hispanic Population: 17.0%²⁶



Illinois Asian-American Population: 5.5%²⁷



Illinois is laying the groundwork so our workforce and our population's demographics evolve concurrently.

²⁴ [U.S. Census Bureau, Quick Facts: Illinois, Population Estimates, July 1, 2017, Black or African-American.](#)

²⁵ [Id, Caucasian, not Hispanic or Latino.](#)

²⁶ [Id, Hispanic or Latino.](#)

²⁷ [Id, Asian-American.](#)

2018 Asian-American Employment Plan

EVALUATION OF THE DIVERSITY OF THE STATE'S WORKFORCE

Diversity and inclusion strategies should be comprehensive, evidence-driven, flexible, and tailored to the specific organization. This 2018 Asian-American Employment Plan focuses on workforce diversity;²⁸ specifically, (a) Asian-American representation within the State's workforce at state-wide and agency levels and throughout the employee lifecycle, and (b) agencies' internal structural mechanisms designed to support, contribute to, and advance their workforce diversity efforts.

I. Asian-American Representation in the State's Workforce

Evaluating the depth and breadth of Asian-American representation within the State's workforce offers a significant (though limited) demonstration of workforce diversity.²⁹

This section of the 2018 State of Illinois Asian-American Employment Plan reviews the representation of Asian-Americans from application through departure: within the applicant pool, during qualifications testing, among new hires, within the coded State workforce, at supervisory, technical, professional, and managerial levels, among the promotional applicant pool, during promotional qualifications testing, among promotions, among departures, and among interns.

Representation is viewed from the perspective of the State, individual State agencies, "large" agencies (with 1,000 or more employees), and "small" agencies (with fewer than 1,000 employees).

II. Structural Support for Diversity Efforts

Because diversity and inclusion initiatives are unable to sustain themselves on their own, they must be fueled by internal mechanisms that reinforce and promote these efforts to ensure prioritization, optimal results, and sustainability.

Internal structural support for diversity efforts can take many forms. For purposes of this 2018 Asian-American Employment Plan, structural support will be evaluated through efforts (a) to ensure everyone has full access to the State's workforce by eliminating barriers unrelated to employment, and (b) to establish internal procedures that complement and invigorate their workforce diversity initiatives.³⁰

A. Ensuring Full Access to the State's Workforce

One of Governor Rauner's priorities is to serve Illinois through a government that is fully accessible to and representative of its public. Workforces, however, are commonly plagued with

²⁸ Future Asian-American Employment Plans are expected to review inclusion strategies after agencies have had the opportunity to experiment.

²⁹ Inclusion strategies are necessary to leverage diversity.

³⁰ Many examples of structural support for diversity efforts will overlap between these two categories.

hidden barriers to employment that are unrelated to job qualifications.³¹ What follows are five sample approaches to ensuring full and open access to the State’s workforce by removing potential barriers that are not related to ability to perform the job.

1. Broad Employment Outreach

Employment outreach is crucial. It shapes the applicant pool and seals its diversity. Broad, strategic outreach effectuates and expedites our diversity goals of attracting a richly diverse and highly-qualified group of candidates to integrate into our workforce and help us continue and improve our excellent service to the people of Illinois.

Widespread outreach is especially important to Illinois government because it gives us the opportunity to notify our public about the idiosyncrasies of our employment selection process (e.g., the importance of securing a place on our open competitive eligibility list before a job is posted, the nature and format of our Rutan³² structured interview process, etc.) to prevent these selection mechanisms from excluding highly qualified candidates for reasons unrelated to job performance.

2. Career Advancement Programs

Career advancement opportunities help retain ambitious and productive employees. Formal programs that publicize, encourage, and assist with career advancement to all employees further and sustain workforce diversity efforts.

3. Equal Opportunity to Secure an Employment Interview

When a State agency is ready to fill a position through a new hire or a promotion, it receives the CMS eligibility list stripped of names but including the A grade. Agencies have the difficult task of determining how to select candidates from the eligibility list for an employment or promotional interview with no background materials to distinguish Grade A candidates. A vital component of our mission to verify that access to State employment is as open and unobstructed as possible without compromising job qualifications is to guarantee that every qualified candidate has an equal opportunity to get selected for employment interviews.

4. Embedding Sensitivity to Diversity among Employment Selection Decision-Makers

An advantage of the State’s structured Rutan interview process is that interviews are consistent and standardized, diminishing the opportunity for bias. Even so, sensitivity to the State’s goal of a diverse and inclusive workforce is crucial among those who serve as the gateway to State employment; i.e., staff involved in various aspects of the decision-making process.

³¹ [University of North Carolina Kenan-Flagler Business School, “The Real Effects of Unconscious Bias in the Workplace,” Horace McCormick, Program Director, UNC Executive Development \(2015\).](#)

³² For further information, see *Rutan v. Republican Party of Illinois*, 497 U.S. 62 (1990), and its progeny, as well as Administrative Orders No. 1 (1990) (and No. 2 (1990), No. 1 (1991), No. 2 (2009), and related rules, regulations, and procedures.

Diversity training can be a successful way of refreshing the benefits of diversity as well elevating awareness of the unconscious biases that exist within all of us, influence our decisions, and could hinder the employment selection process.³³

Another effective method of increasing diversity awareness is when employment decision-makers are comprised of a diverse group of individuals. Diversity among decision-makers involved in the employment selection process (e.g., Human Resources personnel) produces varying perspectives that challenge assumptions embedded in the status quo and minimizes “group-think.”³⁴ Diversity among Rutan interviewers offers candidate review by a variety of perspectives and improves interview quality by eliminating cultural reservation, enabling us to fully appreciate a candidate’s talents.

B. Internal Procedures to Complement and Invigorate Diversity Efforts

Diversity strategies require a holistic approach. What follows are five examples that reflect an organization’s commitment to diversity and supplement their diversity efforts.

1. Engagement of Senior Leadership

The single most effective technique for successful execution of diversity and inclusion is when it is visibly prioritized by the organization’s leadership.³⁵ Without leadership’s active support and engagement, diversity initiatives will fail.

2. Dedicating Resources towards Advancing Diversity Goals

Dedicating resources to diversity and inclusion reflects priority and enables success.

a. Budget Allocation

Dedicated resources often take the form of a budget allocation, and the Asian-American Employment Plan Act requires each agency to report their Asian-American employment budget allocations as part of their annual reports on their Asian-American workforce diversity strategies.³⁶ Even small budgets improve an agency’s ability to further its diversity efforts through registration fees for job fairs, amenities to attract candidates to job fair booths, travel for outreach staff, trainings, and more. Nevertheless, much can be accomplished with non-monetary resources.

³³ Unconscious bias is hard-wired into the human brain and cemented by years of exposure to subtle societal influences (e.g., media, social and professional environments, lack of familiarity with different cultures). Multiple unconscious biases subtly guide our behavior, despite best intentions, and counteract diversity efforts, shape company culture, and bear a cost for businesses. [Harvard Business Review, “How Diversity Can Drive Innovation,” \(December 2013\); University of North Carolina Kenan-Flagler Business School, “The Real Effects of Unconscious Bias in the Workplace,” Horace McCormick, Program Director, UNC Executive Development \(2015\).](#)

³⁴ “Group-think” occurs when the desire for harmony prevents critical evaluation of alternative viewpoints. *See*, [“Grouphink,” Merriam-Webster.com \(updated March 6, 2018\).](#)

³⁵ [U.S. Office of Personnel Management, Office of Diversity and Inclusion, “Governmentwide Inclusive Diversity Strategic Plan” \(July 2016\).](#)

³⁶ [Civil Administrative Code of Illinois \(Department of Central Management Services Law\), 20 ILCS 405-120.](#)

b. Dedicated Liaisons to Asian-American Communities

Designating liaisons expands our outreach deeper into Illinois' communities, thereby increasing our chances of attracting the best qualified candidates with diverse backgrounds.

c. Strategic Integration of Diverse Expertise

Workforce diversity performs best when the employment selection process is enlightened by different fields of expertise. Coordination and collaboration across various fields of expertise allows for maximum input, awareness, and idea generation, increasing the likelihood that the diversity program will be feasible, agency-tailored, sustainable, and successful.

3. Agency-wide Diversity Training

Diversity trainings normalize diversity, familiarize employees with its strengths and advantages, offer strategies for handling unconscious bias, and demonstrate organizational commitment.

2018 Asian-American Employment Plan

**ASIAN-AMERICAN REPRESENTATION IN THE STATE’S WORKFORCE
DATA**

This section of the 2018 Asian-American Employment Plan tracks the hiring and promotion practices of Asian-Americans as well as the representation of Asian-Americans employed by the State in all positions and at supervisory, technical, professional, and managerial levels, pursuant to the laws governing Employment Plans.

I. Asian-American Representation in the Available Labor and the State’s Workforce

The representation of Asian-Americans in the State’s workforce should be comparable to the representation of Asian-Americans in the relevant available labor market.³⁷

State employees work in every Illinois county except two: Gallatin and Edwards, which have minimal Asian-American representation in the available labor market and the general population (0-0.3%).

The chart below contains available labor market, State employee, and general population data by Illinois county. On aggregate, Asian-Americans constitute a 5.2% of the available labor market, 4.6% of the general population, and 2.7% of the State’s workforce.

Asian-American representation in Illinois Available Labor Market, State Government, and General Population									
County	Available Workforce³⁸			Coded State Employees			General population³⁹		
	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American
Adams	34,782	308	0.9%	614	4	0.7%	67,103	441	0.7%
Alexander	2,788	15	0.5%	17	0	0.0%	8,238	16	0.2%
Bond	8,080	59	0.7%	13	0	0.0%	17,768	68	0.4%
Boone	27,368	417	1.5%	7	0	0.0%	54,165	686	1.3%
Brown	2,931	36	1.2%	410	2	0.5%	6,937	16	0.2%
Bureau	17,539	147	0.8%	49	0	0.0%	34,978	228	0.7%

³⁷ The Illinois Department of Human Rights monitors agencies’ progress in meeting their affirmative action goals by measuring their success at reducing the gap between the representation of an affirmative action group in the agency’s workforce compared to the availability of that affirmative action group in the labor force, called “underutilization.” See, [56 Ill. Admin. Code §§2520.700-797](#) and the definition of “underutilization” in the [Illinois Department of Human Rights, “Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies”](#) Appendix A.

³⁸ [Illinois Department of Employment Security, Economic Information and Analysis Division, Workforce Availability Information.](#)

³⁹ [US Census Bureau, 2010 Census Data.](#)

**Asian-American representation in Illinois
Available Labor Market, State Government, and General Population**

County	Available Workforce ³⁸			Coded State Employees			General population ³⁹		
	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American
Calhoun	2,358	0	0.0%	22	0	0.0%	5,089	12	0.2%
Carroll	7,475	22	0.3%	15	0	0.0%	15,387	53	0.3%
Cass	6,759	30	0.4%	23	0	0.0%	13,642	44	0.3%
Champaign	108,763	8,909	8.2%	319	3	0.9%	201,081	17,969	8.9%
Christian	16,024	99	0.6%	280	1	0.4%	34,800	167	0.5%
Clark	8,119	43	0.5%	19	0	0.0%	16,335	55	0.3%
Clay	6,719	8	0.1%	9	0	0.0%	13,815	63	0.5%
Clinton	20,241	104	0.5%	952	7	0.7%	37,762	167	0.4%
Coles	27,620	380	1.4%	122	0	0.0%	53,873	531	1.0%
Cook	2,760,232	197,056	7.1%	8,904	486	5.5%	5,194,675	322,672	6.2%
Crawford	8,976	61	0.7%	289	2	0.7%	19,817	103	0.5%
Cumberland	5,324	11	0.2%	17	0	0.0%	11,048	27	0.2%
DeKalb	57,605	1,458	2.5%	83	1	1.2%	105,160	2,438	2.3%
De Witt	8,736	15	0.2%	32	0	0.0%	16,561	60	0.4%
Douglas	10,023	84	0.8%	22	0	0.0%	19,980	83	0.4%
DuPage	515,903	54,268	10.5%	548	29	5.3%	916,924	92,304	10.1%
Edgar	8,640	45	0.5%	34	0	0.0%	18,576	33	0.2%
Edwards	3,235	9	0.3%				6,721	22	0.3%
Effingham	18,381	56	0.3%	108	0	0.0%	34,242	147	0.4%
Fayette	9,979	94	0.9%	408	2	0.5%	22,140	51	0.2%
Ford	6,763	25	0.4%	19	0	0.0%	14,081	37	0.3%
Franklin	17,241	93	0.5%	119	0	0.0%	39,561	124	0.3%
Fulton	16,896	92	0.5%	383	0	0.0%	37,069	112	0.3%
Gallatin	2,465	0	0.0%				5,589	5	0.1%
Greene	6,564	2	0.0%	10	0	0.0%	13,886	16	0.1%
Grundy	25,920	211	0.8%	30	1	3.3%	50,063	327	0.7%
Hamilton	3,789	0	0.0%	6	0	0.0%	8,457	19	0.2%
Hancock	9,227	17	0.2%	13	0	0.0%	19,104	46	0.2%
Hardin	1,823	14	0.8%	7	0	0.0%	4,320	22	0.5%
Henderson	3,602	23	0.6%	9	0	0.0%	7,331	15	0.2%
Henry	25,002	93	0.4%	213	2	0.9%	50,486	191	0.4%
Iroquois	14,634	58	0.4%	29	0	0.0%	29,718	103	0.3%

**Asian-American representation in Illinois
Available Labor Market, State Government, and General Population**

County	Available Workforce ³⁸			Coded State Employees			General population ³⁹		
	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American
Jackson	28,593	1,108	3.9%	146	0	0.0%	60,218	1,910	3.2%
Jasper	4,964	2	0.0%	19	1	5.3%	9,698	24	0.2%
Jefferson	18,207	189	1.0%	514	3	0.6%	38,827	246	0.6%
Jersey	11,505	103	0.9%	159	0	0.0%	22,985	77	0.3%
Jo Daviess	11,637	31	0.3%	13	0	0.0%	22,678	72	0.3%
Johnson	4,731	20	0.4%	749	2	0.3%	12,582	22	0.2%
Kane	276,540	10,364	3.7%	1,498	260	17.4%	515,269	17,895	3.5%
Kankakee	55,221	605	1.1%	1,614	19	1.2%	113,449	1,052	0.9%
Kendall	65,176	2,091	3.2%	21	1	4.8%	114,736	3,467	3.0%
Knox	23,183	246	1.1%	396	0	0.0%	52,919	338	0.6%
Lake	368,176	25,088	6.8%	727	62	8.5%	703,462	44,358	6.3%
LaSalle	57,063	481	0.8%	841	12	1.4%	113,924	762	0.7%
Lawrence	4,468	11	0.2%	422	4	0.9%	16,833	38	0.2%
Lee	16,796	178	1.1%	968	8	0.8%	36,031	246	0.7%
Livingston	17,031	21	0.1%	1,092	3	0.3%	38,950	199	0.5%
Logan	11,769	110	0.9%	832	6	0.7%	30,305	184	0.6%
Macon	54,495	756	1.4%	443	1	0.2%	32,612	580	1.8%
Macoupin	23,344	105	0.4%	45	0	0.0%	308,760	7,807	2.5%
Madison	137,210	1,281	0.9%	672	6	0.9%	169,572	7,227	4.3%
Marion	18,868	156	0.8%	58	0	0.0%	110,768	1,118	1.0%
Marshall	6,044	26	0.4%	22	0	0.0%	47,765	129	0.3%
Mason	6,843	43	0.6%	49	0	0.0%	269,282	2,254	0.8%
Massac	6,380	29	0.5%	36	0	0.0%	39,437	224	0.6%
McDonough	15,756	361	2.3%	45	0	0.0%	12,640	45	0.4%
McHenry	170,982	4,449	2.6%	93	3	3.2%	14,666	40	0.3%
McLean	96,111	4,432	4.6%	170	1	0.6%	15,429	42	0.3%
Menard	6,628	33	0.5%	15	0	0.0%	12,705	30	0.2%
Mercer	8,065	22	0.3%	10	0	0.0%	16,434	52	0.3%
Monroe	18,050	171	0.9%	23	0	0.0%	32,957	144	0.4%
Montgomery	10,153	101	1.0%	497	4	0.8%	30,104	111	0.4%
Morgan	17,540	71	0.4%	810	1	0.1%	35,547	168	0.5%
Moultrie	7,321	26	0.4%	14	0	0.0%	14,846	31	0.2%
Ogle	27,160	93	0.3%	43	0	0.0%	53,497	250	0.5%

**Asian-American representation in Illinois
Available Labor Market, State Government, and General Population**

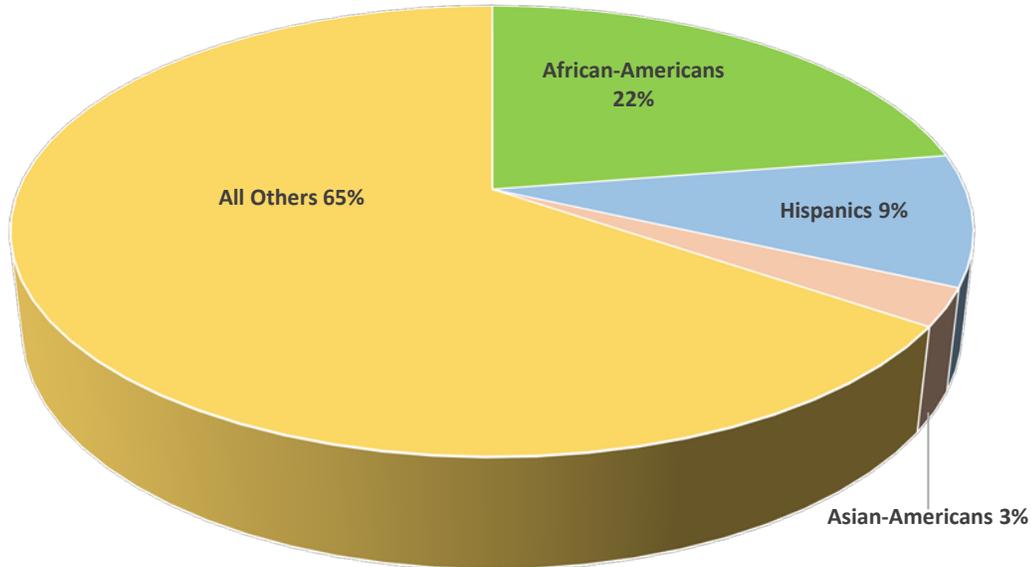
County	Available Workforce ³⁸			Coded State Employees			General population ³⁹		
	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American	Total	# Asian-American	% Asian-American
Peoria	93,759	3,671	3.9%	484	7	1.4%	186,494	5,856	3.1%
Perry	9,036	48	0.5%	544	4	0.7%	22,350	87	0.4%
Piatt	9,024	11	0.1%	13	0	0.0%	16,729	51	0.3%
Pike	7,627	15	0.2%	30	0	0.0%	16,430	38	0.2%
Pope	1,633	4	0.2%	5	0	0.0%	4,470	11	0.2%
Pulaski	2,309	10	0.4%	15	0	0.0%	6,161	13	0.2%
Putnam	3,138	4	0.1%	5	0	0.0%	6,006	13	0.2%
Randolph	14,685	45	0.3%	1,490	9	0.6%	33,476	104	0.3%
Richland	7,735	20	0.3%	49	2	4.1%	16,233	119	0.7%
Rock Island	74,277	1,585	2.1%	497	3	0.6%	147,546	2,419	1.6%
Saline	11,314	63	0.6%	291	0	0.0%	24,913	101	0.4%
Sangamon	104,365	1,834	1.8%	8,870	211	2.4%	197,465	3,220	1.6%
Schuyler	3,233	0	0.0%	239	3	1.3%	7,544	9	0.1%
Scott	2,617	0	0.0%	5	0	0.0%	5,355	12	0.2%
Shelby	10,547	23	0.2%	16	0	0.0%	22,363	56	0.3%
Stark	2,769	25	0.9%	18	0	0.0%	5,994	19	0.3%
St. Clair	127,881	1,860	1.5%	676	6	0.9%	270,056	3,276	1.2%
Stephenson	24,246	225	0.9%	68	0	0.0%	47,711	297	0.6%
Tazewell	68,654	617	0.9%	136	1	0.7%	135,394	999	0.7%
Union	7,890	18	0.2%	720	7	1.0%	17,808	54	0.3%
Vermilion	36,417	315	0.9%	433	0	0.0%	81,625	564	0.7%
Wabash	6,028	21	0.3%	24	0	0.0%	11,947	70	0.6%
Warren	8,887	104	1.2%	34	0	0.0%	17,707	94	0.5%
Washington	7,612	29	0.4%	18	0	0.0%	14,716	42	0.3%
Wayne	7,948	59	0.7%	16	0	0.0%	16,760	71	0.4%
White	6,686	29	0.4%	17	0	0.0%	14,665	31	0.2%
Whiteside	28,644	202	0.7%	130	1	0.8%	58,498	276	0.5%
Will	361,651	17,637	4.9%	1,737	20	1.2%	677,560	30,833	4.6%
Williamson	31,428	293	0.9%	262	2	0.8%	66,357	561	0.8%
Winnebago	148,195	3,735	2.5%	459	10	2.2%	295,266	6,810	2.3%
Woodford	19,971	145	0.7%	21	1	4.8%	38,664	213	0.6%
TOTAL	6,694,742	349,812	5.2%	44,532	1,224	2.7%	12,830,632	586,934	4.6%

II. Asian-American Representation During the Application Process

A. Asian-American Representation in the Applicant Pool

CMS received 82,321 applications for coded positions in calendar year 2017. Of those, 3% (2,224) were submitted by Asian-Americans.

APPLICANTS 2017



B. Asian-American Pass Rate for Open Competitive Eligibility Tests

All applicants took an open competitive eligibility test. Asian-Americans comprised 3% of the population that passed the test. The pass rate for the total applicant pool was 72%; the pass rate for Asian-American applicants was 74%.

	PASS/FAIL TEST							TOTAL APPS		
	PASSED TEST			FAILED TEST			APPS			
	PASS	% TOTAL Passed Test	% Asian-Americans Passed Test	FAILED	% TOTAL Failed Test	% Asian-Americans Failed Test				
Asian-Americans	1,643	3%	72%	74%	581	3%	28%	26%	2,224	3%
Non-Asian-Americans	57,669	97%	72%	72%	22,428	97%	28%	28%	80,097	97%
	59,312				23,009				82,321	

C. Asian-American Representation among Passing Grades

Asian-Americans received 3% (593) of the A grades on the open competitive eligibility test during 2017. Thirty-nine percent of the total population who passed the test received an A grade. Thirty-six percent of the Asian-American population who passed the test received an A grade.

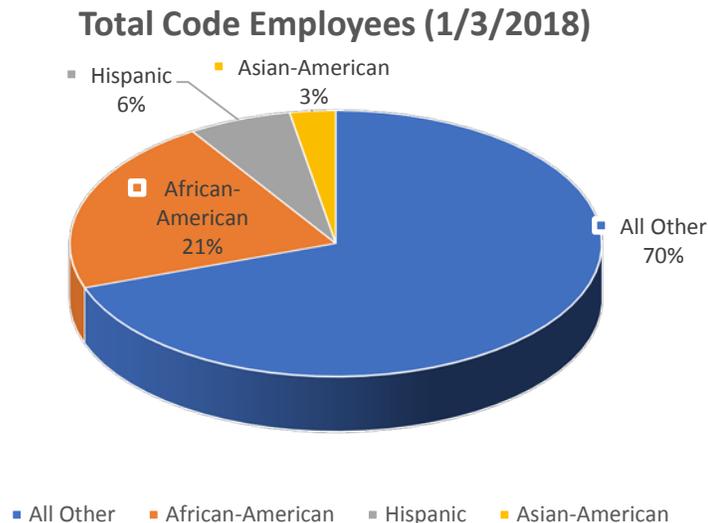
Asian-Americans received 3% (651) of the B grades on the open competitive eligibility test during 2017. Forty percent of the total population who passed the test received a B grade. Forty percent of the Asian-American population who passed the test received a B grade.

Asian-Americans received 3% (399) of the A grades on the open competitive eligibility test during 2017. Twenty-one percent of the total population who passed the test received a C grade. Twenty-four percent of the Asian-American population who passed the test received a C grade.

	TEST GRADE								
	GRADE A			GRADE B			GRADE C		
	% Asian-Americans on A Grade List	% TOTAL Passed Test A Grade	% Asian-Americans Passed Test A Grade	% Asian-Americans on B Grade List	% TOTAL Passed Test B Grade	% Asian-Americans Passed Test B Grade	% Asian-Americans on C Grade List	% TOTAL Passed Test C Grade	% Asian-Americans Passed Test C Grade
Asian-Americans	593	3%	36%	651	3%	40%	399	3%	24%
Non-Asian-Americans	22,426	97%	39%	23,351	97%	40%	11,892	97%	21%
	23,019	39%		24,002	40%		12,291	21%	

IV. Asian-American Representation within the State's Workforce

As of 1/3/2018, there were 44,639 employees in coded positions in the State's workforce, 3% (1,239) of whom were Asian-American.



A. Asian-American Representation by State Agency

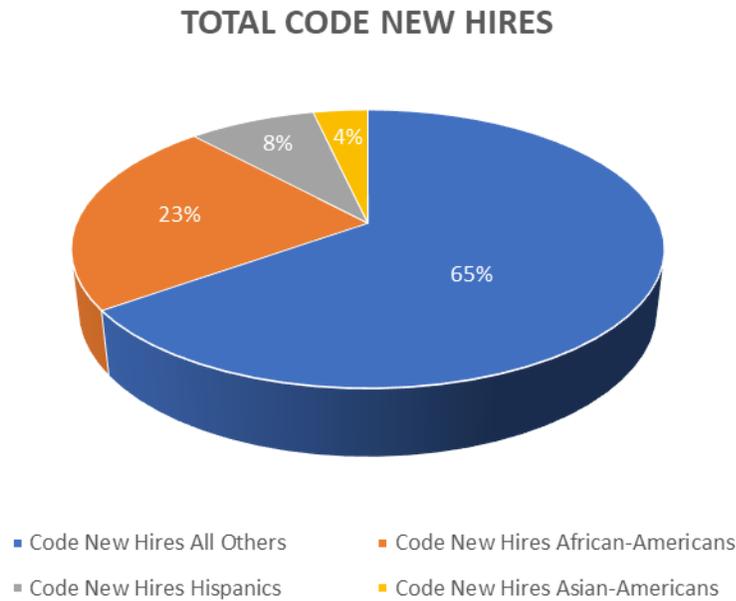
The chart below reflects the Asian-American representation within all coded agencies. Overall, Asian-Americans comprise 3% (1,239) of the current coded 44,639 employees.

ASIAN-AMERICAN REPRESENTATION WITHIN ALL CODED AGENCIES			
AGENCY	Asian-American TOTAL #	TOTAL #	% Asian-American
A LINCOLN PRES LIB&MUS	0	62	0%
AGING	1	133	1%
AGRICULTURE	4	324	1%
ARTS COUNCIL	1	11	9%
CAPITAL DEVELOPMENT BD	1	32	3%
CENTRAL MANAGEMENT SVCS	8	854	1%
CHILDREN & FAMILY SVCS	54	2,554	2%
CIVIL SERVICE COMMISSION	0	4	0%
COMM & ECON OPPORTUNITY	6	240	3%
COMMERCE COMMISSION	0	59	0%
CORRECTIONS	78	12,021	1%
CRIMINAL JUSTICE AUTH	2	42	5%
DEAF&HARD OF HEARING COM	0	4	0%
DEV DISABILITIES COUNCIL	0	6	0%
EMERGENCY MGMT AGENCY	2	66	3%
EMPLOYMENT SECURITY	37	1,046	4%
ENVIRONMENTAL PROTECTION	42	622	7%
FIN & PROF REG	12	367	3%
GAMING BOARD	2	143	1%
GUARDIANSHIP & ADVOCACY	1	102	1%
HEALTHCARE & FAMILY SRV	44	1,633	3%
HUMAN RIGHTS COMMISSION	0	14	0%
HUMAN RIGHTS DEPARTMENT	3	122	2%
HUMAN SERVICES	621	12,774	5%
IL TORTURE INQRY RLF COM	0	2	0%
INDEPENDENT TAX TRIBUNAL	1	1	100%
INNOVATION & TECHNOLOGY	91	1,240	7%
INSURANCE	9	209	4%
INVESTMENT BOARD	1	4	25%
JUVENILE JUSTICE	6	931	1%

ASIAN-AMERICAN REPRESENTATION WITHIN ALL CODED AGENCIES			
AGENCY	Asian-American TOTAL #	TOTAL #	% Asian-American
LABOR	2	74	3%
LABOR REL BD EDUCATIONAL	0	10	0%
LABOR RELATIONS BD ILL	2	13	15%
LAW ENF TRNG&STANDARD BD	1	23	4%
LOTTERY	3	140	2%
MILITARY AFFAIRS	1	129	1%
NATURAL RESOURCES	10	1,126	1%
POLLUTION CONTROL BOARD	0	16	0%
PRISONER REVIEW BOARD	0	16	0%
PROPERTY TAX APPEAL BD	0	32	0%
PUBLIC HEALTH	82	1,098	7%
RACING BOARD	0	2	0%
REVENUE	56	1,353	4%
STATE FIRE MARSHAL	0	125	0%
STATE POLICE	19	912	2%
STATE POLICE MERIT BOARD	0	7	0%
STATE RETIREMENT SYSTEMS	2	92	2%
TRANSPORTATION	9	2,483	0%
VETERANS AFFAIRS	21	1,248	2%
WORKERS COMPENSATION COM	4	118	3%
STATE WIDE TOTALS:	1,239	44,639	3%

V. Asian-American Representation among New Hires

In 2017, the State hired 4,435 new employees for coded positions. Of those hired, 4% (158) were Asian-American.



Together, African-Americans, Hispanics, and Asian-Americans comprised 35% of new hires. Of those, 10% were Asian-American.

All agency new hires of African-Americans, Hispanics, and Asian-Americans are reflected in the chart below, along with the proportion of Asian-Americans in this pool.

AGENCY	African-American, Hispanic, and Asian-American New Hires		
	TOTAL # African-American, Hispanic, and Asian-American New Hires	# Asian-American	% Asian-American
AGING	1	0	0%

AGENCY	African-American, Hispanic, and Asian-American New Hires		
	TOTAL # African-American, Hispanic, and Asian-American New Hires	# Asian-American	% Asian-American
AGRICULTURE	4	1	25%
CENTRAL MANAGEMENT SVCS	8	0	0%
CHILDREN & FAMILY SVCS	139	6	4%
COMM & ECON OPPORTUNITY	5	0	0%
CORRECTIONS	182	8	4%
CRIMINAL JUSTICE AUTH	1	0	0%
EMPLOYMENT SECURITY	47	9	19%
ENVIRONMENTAL PROTECTION	1	0	0%
FIN & PROF REG	10	2	20%
GUARDIANSHIP & ADVOCACY	1	0	0%
HEALTHCARE & FAMILY SRV	32	4	13%
HISTORIC PRESERVATION	2	0	0%
HUMAN RIGHTS DEPARTMENT	14	0	0%
HUMAN SERVICES	831	92	11%
INSURANCE	5	1	20%
INVESTMENT BOARD	1	1	100%
JUVENILE JUSTICE	79	3	4%
LABOR	5	3	60%
LOTTERY	8	0	0%
MILITARY AFFAIRS	2	0	0%
NATURAL RESOURCES	5	0	0%
PUBLIC HEALTH	28	6	21%
REVENUE	57	12	21%
STATE FIRE MARSHAL	1	0	0%
STATE POLICE	10	2	20%
STATE RETIREMENT SYSTEMS	4	1	25%

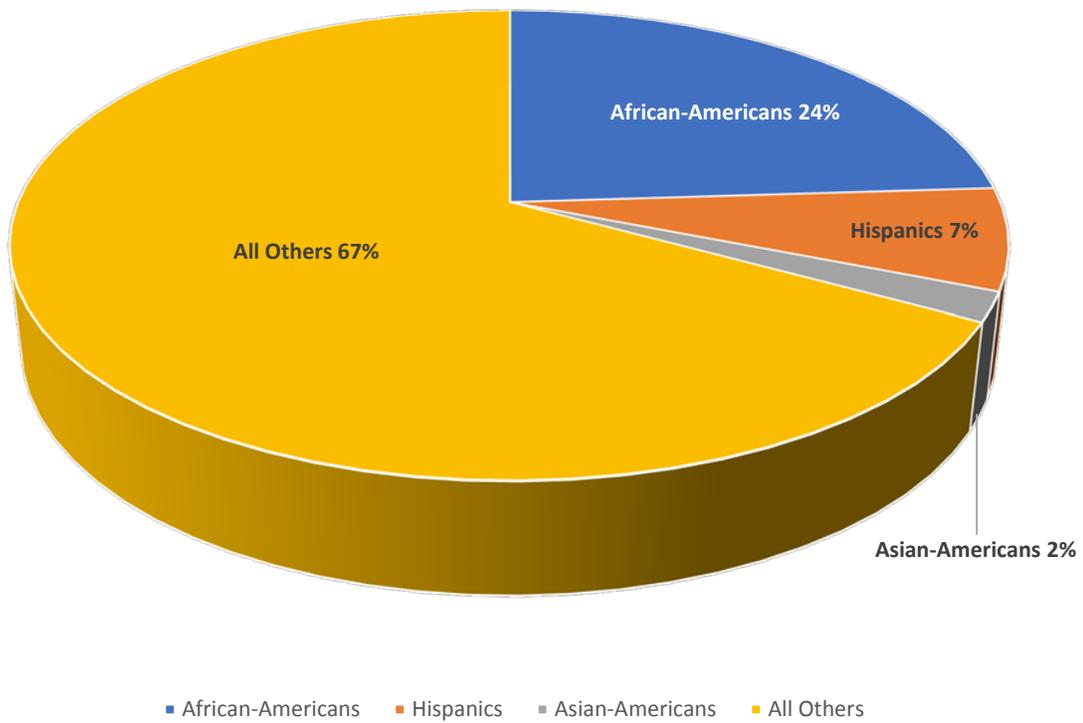
AGENCY	African-American, Hispanic, and Asian-American New Hires		
	TOTAL # African-American, Hispanic, and Asian-American New Hires	# Asian-American	% Asian-American
TRANSPORTATION	11	0	0%
VETERANS AFFAIRS	48	6	13%
WORKERS COMPENSATION COM	4	1	25%
STATE WIDE TOTALS:	1,546	158	10%

VI. Asian-American Representation During Promotional Process

A. Representation of Asian-Americans in the Promotional Applicant Pool

In calendar year 2017, there were 32,645 employees who submitted an application for promotion. Of those, 2% (516) were submitted by Asian-Americans.

PROMOTIONAL APPLICANTS 2017



B. Asian-American Pass Rate for Promotional Eligibility Tests

Every employee who submitted an application for promotion took a promotional test to get onto the eligibility list. Asian-Americans comprised 2% (361) of the population that passed the promotional test. The pass rate for the total promotional applicant pool was 65%; the pass rate for the Asian-American promotional applicants was 70%.

	PASS/FAIL TEST							PROMO APPS
	PASSED TEST			FAILED TEST				
	PASS	% TOTAL Passed Test	% Asian-Americans Passed Test	FAILED	% TOTAL Failed Test	% Asian-Americans Failed Test		
Asian-Americans	361	2%	70%	155	1%	30%	516	2%
Non-Asian-Americans	20766	98%	65%	11363	99%	35%	32,129	98%
	21,127		65%	11,518		35%	32,645	

C. Representation of Asian-Americans among Passing Grades

Asian-Americans received 2% (313) of the A grades on the promotional eligibility list during 2017. Eighty-five percent of the total population who passed the promotional test received an A grade. Eighty-seven percent of the Asian-American population who passed the promotional test received an A grade.

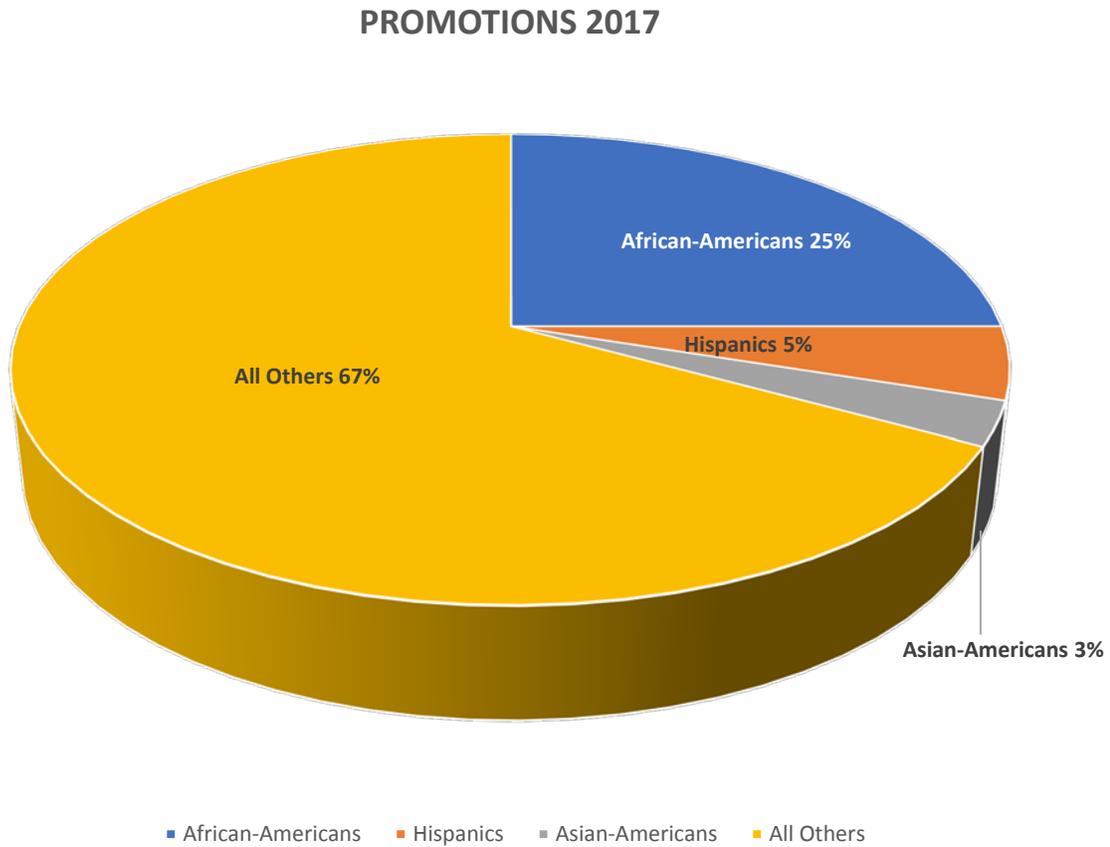
Asian-Americans received 1% (45) of the B grades on the promotional eligibility list during 2017. Fourteen percent of the total population who passed the promotional test received a B grade. Twelve percent of the Asian-American population who passed the promotional test received a B grade.

Asian-Americans received 4% (3) of the C grades on the promotional eligibility list during 2017. Zero percent of the total population who passed the promotional test received a C grade. One percent of the Asian-American population who passed the promotional test received a C grade.

	TEST GRADE								
	GRADE A			GRADE B			GRADE C		
	% Asian-Americans on A Grade List	% TOTAL Passed Test A Grade	% Asian-Americans Passed Test A Grade	% Asian-Americans on B Grade List	% TOTAL Passed Test B Grade	% Asian-Americans Passed Test B Grade	% Asian-Americans on C Grade List	% TOTAL Passed Test C Grade	% Asian-Americans Passed Test C Grade
Asian-Americans	313	2%	85%	45	1%	14%	3	4%	1%
Non-Asian-Americans	17,745	98%	85%	2,956	99%	14%	65	96%	0%
	18,058			3,001			68		

VII. Asian-American Representation among Promotions

In 2017, the State promoted 5,047 coded employees; 3% (130) were Asian-American.



Together, African-Americans, Hispanics, and Asian-Americans comprised 33% (1,644) of promotions. Of those, 8% were Asian-American. Agency promotions of African-Americans, Hispanics, and Asian-Americans are reflected in the chart below, along with the proportion of Asian-Americans in this pool.

AGENCY	African-American, Hispanic, and Asian-American Promotions		
	Total # Asian-American, Hispanic, and Asian-American Promotions	# Asian-American	% Asian-American
AGING	6	0	0%
AGRICULTURE	2	0	0%
CENTRAL MANAGEMENT SVCS	24	4	17%

AGENCY	African-American, Hispanic, and Asian-American Promotions		
	Total # Asian- American, Hispanic, and Asian-American Promotions	# Asian- American	% Asian-American
CHILDREN & FAMILY SVCS	135	9	7%
COMM & ECON OPPORTUNITY	3	0	0%
CORRECTIONS	178	9	5%
CRIMINAL JUSTICE AUTH	2	0	0%
EMPLOYMENT SECURITY	71	7	10%
ENVIRONMENTAL PROTECTION	8	3	38%
FIN & PROF REG	12	0	0%
GAMING BOARD	5	1	20%
GUARDIANSHIP & ADVOCACY	3	0	0%
HEALTHCARE & FAMILY SRV	38	5	13%
HISTORIC PRESERVATION	1	0	0%
HUMAN RIGHTS DEPARTMENT	10	0	0%
HUMAN SERVICES	977	65	7%
INNOVATION & TECHNOLOGY	4	1	25%
INSURANCE	8	1	13%
JUVENILE JUSTICE	22	1	5%
LABOR	3	0	0%
LOTTERY	2	0	0%
MILITARY AFFAIRS	1	0	0%
NATURAL RESOURCES	6	1	17%
POLLUTION CONTROL BOARD	1	0	0%
PRISONER REVIEW BOARD	1	0	0%
PROPERTY TAX APPEAL BD	1	0	0%
PUBLIC HEALTH	41	12	29%
REVENUE	49	10	20%
STATE FIRE MARSHAL	1	0	0%
STATE POLICE	7	1	14%
STATE RETIREMENT SYSTEMS	1	0	0%
TRANSPORTATION	10	0	0%
VETERANS AFFAIRS	9	0	0%
WORKERS COMPENSATION COM	2	0	0%
STATE WIDE TOTALS:	1,644	130	8%

VIII. Representation of Asian-Americans in Supervisory, Technical, Professional, and Managerial Positions

The Civil Administrative Code of Illinois (Department of Central Management Services Law) mandates improved representation of Asian-Americans in supervisory, technical, professional, and managerial positions.⁴⁰

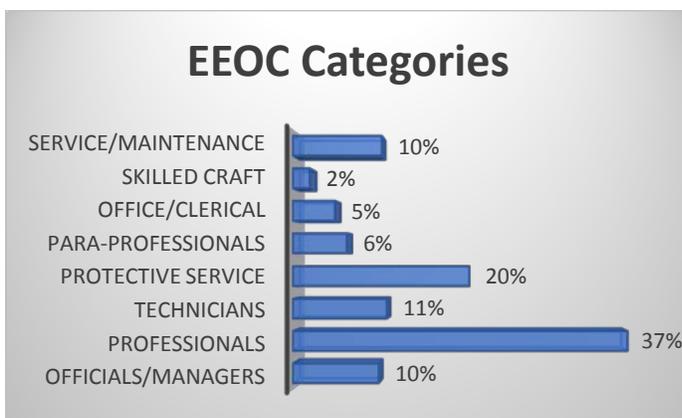
The statute does not define supervisory, technical, professional, or managerial, and the State does not code positions as “supervisory”, “technical”, “professional” or “managerial.”

Two avenues for capturing supervisory, technical, professional, and managerial positions are through EEOC Job Categories or positions categorized as Senior Public Service Administrator (SPSA).

A. EEOC Job Categories

All State jobs are classified into one of eight job classifications based on the content and responsibility of the job: Officials and Managers (e.g., department heads),⁴¹ Professionals (e.g., managers), Technicians (e.g., computer programmers, inspectors), Protective Service Workers (e.g., police/correctional officers, fire-fighters), Paraprofessionals (e.g., research assistants, medical aids), Office Clerical (e.g., administrative assistants),⁴² Skilled Craft Workers (e.g., mechanics, electricians), and Service Maintenance (e.g., custodial workers).

In the State’s workforce, 10% of employees fall within the category of Officials and Managers. The largest percentage of State workers fall within the Professionals category (37%), followed closely by the Protective Service category (20%).



⁴⁰ [Civil Administrative Code of Illinois \(Department of Central Management Services Law\)](#), 20 ILCS 405-120.

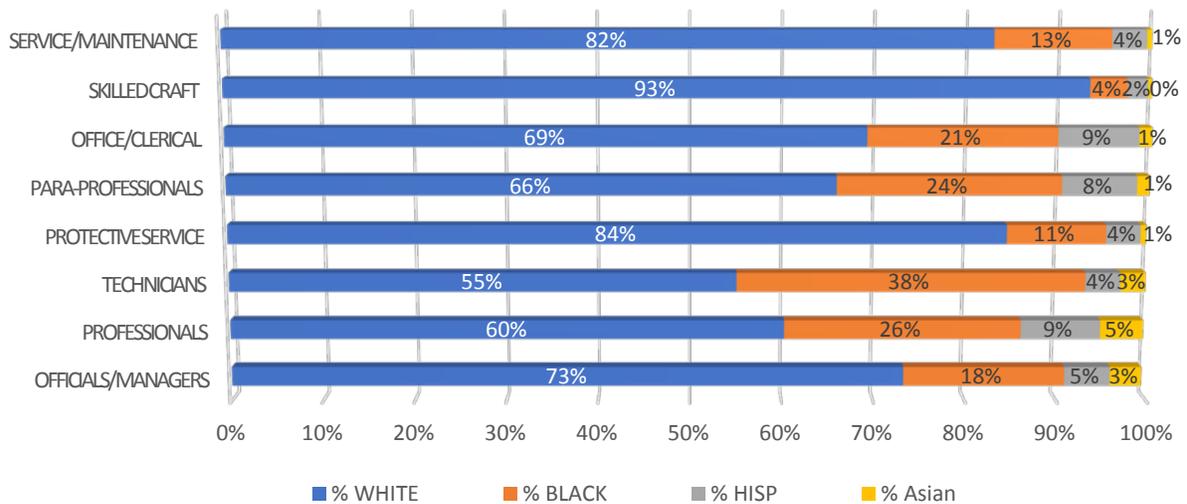
⁴¹ Sometimes referred to as Officials and Administrators. See, [Illinois Department of Human Rights, “Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies”](#), Appendix A.

⁴² Sometimes referred to as Administrative Support (Including Clerical and Sales). See, [id.](#), Appendix A.

Below is a chart reflecting the breakdown within each EEOC job category for Caucasians, African-Americans, Hispanics, and Asian-Americans.

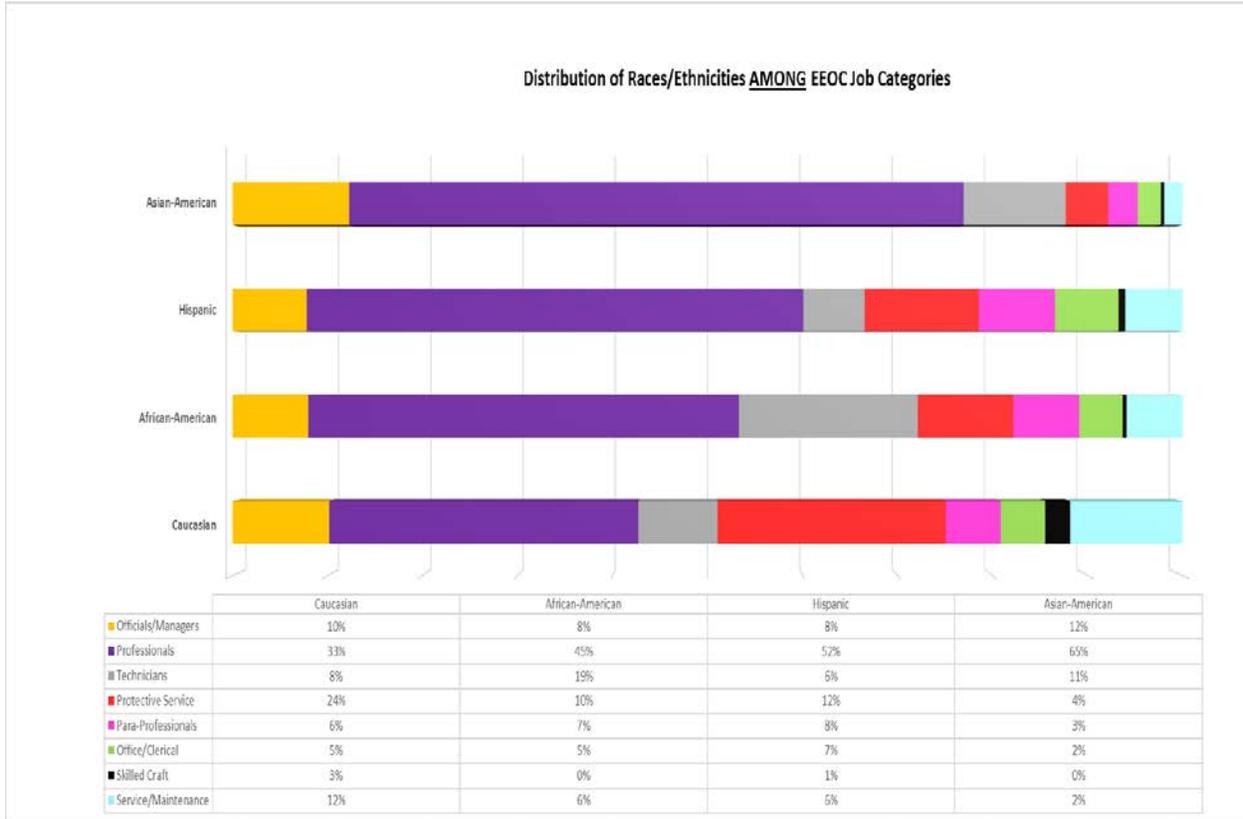
Asian-Americans comprise 3% of Officials/Managers, 5% of Professionals, 3% of Technicians, 1% of Protective Service, 1% of Para-Professionals, 1% of Office/Clerical, 0% of Skilled Craft, and 1% of Service/Maintenance.

Distribution of Races/Ethnicities WITHIN EEOC Job Categories



What follows is a chart of the distribution of Caucasians, African-Americans, Hispanics, and Asian-Americans among all of the EEOC job categories.

Asian-American representation among the EEOC Job Categories is as follows: 12% Officials/Managers, 65% Professionals, 11% Technicians, 4% Protective Service, 3% Para-Professionals, 2% Office/Clerical, 0% Skilled Craft, and 2% Service/Maintenance.



1. EEOC Supervisory, Technical, Professional, and Managerial Job Categories

The EEOC Job Categories labeled Officials/Managers, Professionals, and Technicians seem to include positions most consistent with supervisory, technical, professional, and managerial positions. Eighty-eight percent of coded Asian-American employees are in the Officials/Managers, Professionals, and Technicians EEOC Job Categories.

OFFICIALS/MANAGERS, PROFESSIONALS, & TECHNICIANS: (SUPERVISORY, TECHNICAL, PROFESSIONAL, AND MANAGERIAL)					
EEO CATEGORY	TOTAL	% Caucasian	% African- American	% Hispanic	% Asian- American
OFFICIALS/MANAGERS	4,289	73%	18%	5%	3%
PROFESSIONALS	16,648	60%	26%	9%	5%
TECHNICIANS	4,690	55%	38%	4%	3%
TOTALS	25,627	62%	27%	7%	4%

B. Senior Public Service Administrators

As of January 3, 2018, the State employed 2,832 people in Senior Public Service Administrator positions, 4% (101) of whom were Asian-American, as reflected in the chart below.

Asian-American SPSAs			
Agency	TOTAL SPSAs	Asian-American SPSAs	% Asian- American SPSAs
A LINCOLN PRES LIB&MUS	4	0	0%
AGING	23	0	0%
AGRICULTURE	10	0	0%
ARTS COUNCIL	1	0	0%
CAPITAL DEVELOPMENT BD	0	0	0%
CENTRAL MANAGEMENT SVCS	103	3	3%
CHILDREN & FAMILY SVCS	453	10	2%
CIVIL SERVICE COMMISSION	2	0	0%
COMM & ECON OPPORTUNITY	50	3	6%
COMMERCE COMMISSION	1	0	0%
CORRECTIONS	201	1	0%
CRIMINAL JUSTICE AUTH	13	0	0%
DEAF&HARD OF HEARING COM	2	0	0%
DEV DISABILITIES COUNCIL	3	0	0%

Asian-American SPSAs			
Agency	TOTAL SPSAs	Asian-American SPSAs	% Asian-American SPSAs
EMERGENCY MGMT AGENCY	15	0	0%
EMPLOYMENT SECURITY	132	4	3%
ENVIRONMENTAL PROTECTION	48	2	4%
FIN & PROF REG	43	2	5%
GAMING BOARD	21	1	5%
GUARDIANSHIP & ADVOCACY	12	0	0%
HEALTHCARE & FAMILY SRV	204	10	5%
HUMAN RIGHTS COMMISSION	1	0	0%
HUMAN RIGHTS DEPARTMENT	18	0	0%
HUMAN SERVICES	576	25	4%
IL TORTURE INQRY RLF COM	1	0	0%
INDEPENDENT TAX TRIBUNAL	1	1	100%
INNOVATION & TECHNOLOGY	184	9	5%
INSURANCE	50	1	2%
INVESTMENT BOARD	0	0	0%
JUVENILE JUSTICE	23	0	0%
LABOR	8	0	0%
LABOR REL BD EDUCATIONAL	7	0	0%
LABOR RELATIONS BD ILL	7	1	14%
LAW ENF TRNG&STANDARD BD	6	0	0%
LOTTERY	9	1	11%
MILITARY AFFAIRS	3	0	0%
NATURAL RESOURCES	54	2	4%
POLLUTION CONTROL BOARD	8	0	0%
PRISONER REVIEW BOARD	1	0	0%
PROPERTY TAX APPEAL BD	4	0	0%
PUBLIC HEALTH	261	19	7%
RACING BOARD	0	0	0%
REVENUE	142	1	1%
STATE FIRE MARSHAL	10	0	0%
STATE POLICE	44	1	2%
STATE POLICE MERIT BOARD	1	0	0%
STATE RETIREMENT SYSTEMS	6	1	17%
TRANSPORTATION	18	1	6%
VETERANS AFFAIRS	40	0	0%
WORKERS COMPENSATION COM	8	2	25%
GRAND TOTAL:	2,832	101	4%

IX. Representation of Asian-Americans among Departures⁴³

In 2017, 5,431 employees left their positions due to resignation, retirement, layoff, termination or transfer, 2% (109) of whom were Asian-American.

Employees who Vacated Workforce (resignation, retirement, layoff, termination and transfer)			
Agency	# vacated total	# Asian-American vacated	% Asian-American vacated
Aging	23	0	0%
Agriculture	50	0	0%
Arts Council	0	0	0%
Capital Development Board	7	0	0%
Central Management Services	199	4	2%
Children and Family Services	250	5	2%
Civil Service Commission	0	0	0%
Commerce and Economic Opportunity	56	0	0%
Corrections	947	6	1%
Criminal Justice Information Authority	5	0	0%
Deaf and Hard of Hearing Commission	1	0	0%
Developmental Disabilities Council	3	0	0%
Emergency Management Agency	16	0	0%
Employment Security	167	6	4%
Environmental Protection Agency	73	2	3%
Executive Ethics Commission	12	0	0%
Financial and Professional Regulation	62	3	5%
Gaming Board	16	0	0%
Guardianship and Advocacy Commission	8	0	0%
Healthcare and Family Services	293	3	1%
Human Rights Commission	1	0	0%
Human Rights Department	19	1	5%
Human Services	1,413	51	4%
Illinois Commerce Commission	23	1	4%
Innovation and Technology	11	0	0%
Insurance	44	2	5%
Investment Board	1	0	0%
Juvenile Justice	252	2	1%
Labor Department	17	2	12%
Labor Relations Board	2	0	0%

⁴³ Based on agency responses to the 2018 Employment Plan Survey.

Employees who Vacated Workforce (resignation, retirement, layoff, termination and transfer)			
Agency	# vacated total	# Asian-American vacated	% Asian-American vacated
Labor Relations Board - Educational	2	0	0%
Law Enforcement Training and Standards Board	0	0	0%
Lottery	27	0	0%
Medical District Commission	2	0	0%
Military Affairs	50	0	0%
Natural Resources	168	0	0%
Office of Executive Inspector General	12	0	0%
Pollution Control Board	4	0	0%
Prisoner Review Board	4	0	0%
Procurement Policy Board	0	0	0%
Property Tax Appeal Board	8	1	13%
Public Health	143	6	4%
Racing Board	9	0	0%
Revenue	257	5	2%
State Fire Marshal	8	0	0%
State Police	146	0	0%
State Police Merit Board	0	0	0%
State Retirement Systems	18	0	0%
Tax Tribunal	0	0	0%
Transportation	372	7	2%
Veterans Affairs	218	0	0%
Workers Compensation Commission	12	2	17%
TOTAL	5,431	109	2%

X. Representation of Asian-Americans among Interns⁴⁴

Agencies reported hiring 375 interns, of whom 11% were Asian-American.

Asian-American Interns			
Agency	# interns	# Asian-American interns	% Asian-American interns
Aging	0	0	0%
Agriculture	5	4	80%
Arts Council	0	0	0%

⁴⁴ Based on agency responses to the 2018 Employment Plan Survey.

Asian-American Interns			
Agency	# interns	# Asian-American interns	% Asian-American interns
Capital Development Board	7	2	29%
Central Management Services	0	0	0%
Children and Family Services	6	0	0%
Civil Service Commission	0	0	0%
Commerce and Economic Opportunity	15	0	0%
Corrections	0	0	0%
Criminal Justice Information Authority	12	0	0%
Deaf and Hard of Hearing Commission	0	0	0%
Developmental Disabilities Council	0	0	0%
Emergency Management Agency	1	1	100%
Employment Security	13	3	23%
Environmental Protection Agency	33	7	21%
Executive Ethics Commission	0	0	0%
Financial and Professional Regulation	1	0	0%
Gaming Board	0	0	0%
Guardianship and Advocacy Commission	3	0	0%
Healthcare and Family Services	20	3	15%
Human Rights Commission	8	0	0%
Human Rights Department	0	0	0%
Human Services	62	8	13%
Illinois Commerce Commission	4	0	0%
Innovation and Technology	0	0	0%
Insurance	4	0	0%
Investment Board	0	0	0%
Juvenile Justice	0	0	0%
Labor Department	1	0	0%
Labor Relations Board	0	0	0%
Labor Relations Board - Educational	0	0	0%
Law Enforcement Training and Standards Board	1	0	0%
Lottery	0	0	0%
Medical District Commission	0	0	0%
Military Affairs	0	0	0%
Natural Resources	9	0	0%
Office of Executive Inspector General	5	0	0%
Pollution Control Board	0	0	0%
Prisoner Review Board	0	0	0%
Procurement Policy Board	0	0	0%

Asian-American Interns			
Agency	# interns	# Asian-American interns	% Asian-American interns
Property Tax Appeal Board	0	0	0%
Public Health	60	13	22%
Racing Board	0	0	0%
Revenue	2	0	0%
State Fire Marshal	1	0	0%
State Police	90	0	0%
State Police Merit Board	0	0	0%
State Retirement Systems	3	1	33%
Tax Tribunal	0	0	0%
Transportation	2	1	50%
Veterans Affairs	5	0	0%
Workers Compensation Commission	2	0	0%
TOTAL	375	43	11%

2018 Asian-American Employment Plan

**ASIAN-AMERICAN REPRESENTATION IN THE STATE’S WORKFORCE
ANALYSIS**

The representation of Asian-Americans in the State’s workforce should be comparable to the representation of Asian-Americans in the relevant available labor market within Illinois.⁴⁵

I. Asian-American Representation Throughout the Employee Lifecycle

The representation of Asian-Americans throughout the various stages of the employee life-cycle remained relatively stable during 2017.

Employee Lifecycle Event	Asian-American Representation
Applicants	3%
Open Competitive Eligibility Test: Pass	3%
Open Competitive Eligibility Test: A Grade	3%
New Hires	4%
Applicants for Promotion	2%
Promotional Eligibility Test: Pass	2%
Promotional Eligibility Test: A Grade	2%
Promotions	3%
Supervisory, Technical, Professional, and Managerial Positions: EEOC Job Categories	4%
Supervisory, Technical, Professional, and Managerial Positions: SPSAs Senior Public Service Administrators (SPSAs)	4%
Departures	2%
Internships	11%

II. Summary

While the representation of Asian-Americans in the State’s workforce (3%) during 2017 was less than the representation of Asian-Americans in Illinois’ labor market, it remained within one percentage point of the representation in Illinois’ labor market throughout the employee lifecycle, including in supervisory, technical, professional, and managerial positions.

⁴⁵ See, footnote 37, above.

2018 Asian-American Employment Plan

**STRUCTURAL SUPPORT FOR DIVERSITY EFFORTS
DATA**

I. Ensuring Full Access to the State’s Workforce

A. Embedding Sensitivity to Diversity among Employment Selection Decision-Makers

The charts below reflect the diversity among some of the State agencies’ decision-makers during the employment selection process; namely, Rutan interviewers and Human Resources personnel.

1. Asian-American Diversity among Rutan Interviewers

In 2017, there were 689 Rutan interviewers in the State’s workforce, 13% (90) of whom were Asian-American.

Asian-American Interviewers			
Agency	# Rutan interviewers	# Asian-American Rutan interviewers	% Asian-American Rutan interviewers
Aging	12	0	0%
Agriculture	54	0	0%
Arts Council	2	2	100%
Capital Development Board	20	20	100%
Central Management Services	137	32	23%
Children and Family Services	408	12	3%
Civil Service Commission	1	0	0%
Commerce and Economic Opportunity	41	1	2%
Corrections	384	4	1%
Criminal Justice Information Authority	21	1	5%
Deaf and Hard of Hearing Commission	4	0	0%
Developmental Disabilities Council	2	0	0%
Emergency Management Agency	34	1	3%
Employment Security	118	6	5%
Environmental Protection Agency	66	5	8%
Executive Ethics Commission	0	0	0%
Financial and Professional Regulation	21	1	5%
Gaming Board	25	0	0%
Guardianship and Advocacy Commission	11	0	0%
Healthcare and Family Services	66	1	2%
Human Rights Commission	8	0	0%

Asian-American Interviewers			
Agency	# Rutan interviewers	# Asian-American Rutan interviewers	% Asian-American Rutan interviewers
Human Rights Department	22	0	0%
Human Services	507	0	0%
Illinois Commerce Commission	40	2	5%
Innovation and Technology	103	0	0%
Insurance	58	0	0%
Investment Board	1	1	100%
Juvenile Justice	112	0	0%
Labor Department	12	2	17%
Labor Relations Board	5	1	20%
Labor Relations Board - Educational	3	0	0%
Law Enforcement Training and Standards Board	4	0	0%
Lottery	14	0	0%
Medical District Commission	0	0	0%
Military Affairs	55	0	0%
Natural Resources	140	0	0%
Office of Executive Inspector General	0	0	0%
Pollution Control Board	2	0	0%
Prisoner Review Board	3	0	0%
Procurement Policy Board	0	0	0%
Property Tax Appeal Board	8	0	0%
Public Health	220	13	6%
Racing Board	3	0	0%
Revenue	170	1	1%
State Fire Marshal	17	0	0%
State Police	292	3	1%
State Police Merit Board	3	0	0%
State Retirement Systems	9	1	11%
Tax Tribunal	0	0	0%
Transportation	998	25	3%
Veterans Affairs	40	0	0%
Workers Compensation Commission	17	3	18%

689

90

13%

II. Diversity⁴⁶ on Rutan Interview Panels

As reflected in the chart below, 42% of Rutan interviews were conducted with a diverse Rutan interview panel.

Diverse Rutan Interview Panels			
Agency	# Rutan interviews	# Rutan interviews with a diverse interview panel	% Rutan interviews with a diverse interview panel
Aging	30	0	0%
Agriculture	37	0	0%
Capital Development Board	5	3	60%
Central Management Services	312	17	5%
Children and Family Services	174	170	98%
Civil Service Commission	0	0	0%
Commerce and Economic Opportunity	4	1	25%
Corrections	185	41	22%
Criminal Justice Information Authority	9	5	56%
Deaf and Hard of Hearing Commission	3	0	0%
Developmental Disabilities Council	3	3	100%
Emergency Management Agency	4	1	25%
Employment Security	241	192	80%
Environmental Protection Agency	104	39	38%
Executive Ethics Commission	0	0	0%

⁴⁶ The 2018 Asian-American Employment Plan Survey sought data on Rutan interview panels that included a member of a “minority” as defined by the [State Employment Records Act](#), one of the laws governing the State’s Employment Plans: Black or African-American, Hispanic or Latino, Asian, American Indian or Alaska Native who maintains tribal affiliation or community attachment, or Native Hawaiian or Other Pacific Islander. 5 ILCS 410/10(d).

Diverse Rutan Interview Panels			
Agency	# Rutan interviews	# Rutan interviews with a diverse interview panel	% Rutan interviews with a diverse interview panel
Financial and Professional Regulation	15	1	7%
Gaming Board	19	6	32%
Guardianship and Advocacy Commission	32	29	91%
Healthcare and Family Services	882	70	8%
Human Rights Commission	1	1	100%
Human Rights Department	16	15	94%
Human Services	3377	2019	60%
Illinois Commerce Commission	55	11	20%
Innovation and Technology	0	0	0%
Insurance	42	42	100%
Investment Board	0	0	0%
Juvenile Justice	20	11	55%
Labor Department	7	4	57%
Labor Relations Board - Educational	1	1	100%
Law Enforcement Training and Standards Board	0	0	0%
Lottery	86	10	12%
Medical District Commission	0	0	0%
Military Affairs	32	5	16%
Natural Resources	80	78	98%
Office of Executive Inspector General	0	0	0%
Pollution Control Board	0	0	0%

Diverse Rutan Interview Panels			
Agency	# Rutan interviews	# Rutan interviews with a diverse interview panel	% Rutan interviews with a diverse interview panel
Prisoner Review Board	4	4	100%
Procurement Policy Board	0	0	0%
Property Tax Appeal Board	5	5	100%
Public Health	145	66	46%
Racing Board	21	7	33%
Revenue	847	87	10%
State Fire Marshal	22	1	5%
State Police	58	30	52%
State Police Merit Board	0	0	0%
State Retirement Systems	9	1	11%
Tax Tribunal	0	0	0%
Transportation	521	220	42%
Veterans Affairs	187	0	0%
Workers Compensation Commission	23	13	57%
	7,618	3,209	42%

III. Asian-American Diversity on Interview Panel

As reflected in the chart below, 1% (67) of the 7,436 Rutan interviews conducted State-wide included Asian-American diversity on the panel.

Asian-Americans on Rutan Interview Panels			
Agency	# Rutan interview panels	# Rutan interview panels with an Asian-American interviewer	% Rutan interview panels with an Asian-American interviewer
Aging	30	0	0%
Agriculture	37	0	0%
Arts Council	0	0	0%

Asian-Americans on Rutan Interview Panels			
Agency	# Rutan interview panels	# Rutan interview panels with an Asian-American interviewer	% Rutan interview panels with an Asian-American interviewer
Capital Development Board	5	0	0%
Central Management Services	120	0	0%
Children and Family Services	174	9	5%
Civil Service Commission	0	0	0%
Commerce and Economic Opportunity	4	0	0%
Corrections	185	3	2%
Criminal Justice Information Authority	9	1	11%
Deaf and Hard of Hearing Commission	3	0	0%
Developmental Disabilities Council	3	0	0%
Emergency Management Agency	4	1	25%
Employment Security	241	1	0%
Environmental Protection Agency	104	12	12%
Executive Ethics Commission	0	0	0%
Financial and Professional Regulation	15	1	7%
Gaming Board	19	0	0%
Guardianship and Advocacy Commission	32	0	0%
Healthcare and Family Services	882	3	0%
Human Rights Commission	1	0	0%
Human Rights Department	16	0	0%
Human Services	3337	0	0%
Illinois Commerce Commission	55	0	0%
Innovation and Technology	0	0	0%
Insurance	42	0	0%
Investment Board	0	0	0%
Juvenile Justice	20	0	0%
Labor Department	7	3	43%
Labor Relations Board	1	1	100%
Labor Relations Board - Educational	1	0	0%
Law Enforcement Training and Standards Board	0	0	0%
Lottery	86	0	0%
Medical District Commission	0	0	0%
Military Affairs	32	0	0%
Natural Resources	140	0	0%
Office of Executive Inspector General	0	0	0%
Pollution Control Board	0	0	0%

Asian-Americans on Rutan Interview Panels			
Agency	# Rutan interview panels	# Rutan interview panels with an Asian-American interviewer	% Rutan interview panels with an Asian-American interviewer
Prisoner Review Board	4	0	0%
Procurement Policy Board	0	0	0%
Property Tax Appeal Board	5	0	0%
Public Health	145	14	10%
Racing Board	21	0	0%
Revenue	847	0	0%
State Fire Marshal	22	0	0%
State Police	57	0	0%
State Police Merit Board	0	0	0%
State Retirement Systems	9	1	11%
Tax Tribunal	0	0	0%
Transportation	521	11	2%
Veterans Affairs	187	0	0%
Workers Compensation Commission	13	6	46%
TOTAL	7,436	67	1%

IV. Diversity among Human Resources Personnel

As reflected in the chart below, 24% of the State's Human Resources personnel are people of color.

Agency	# Human Resources staff	# Minority Human Resources staff	% Minority Human Resources staff
Aging	2	0	0%
Agriculture	4	0	0%
Arts Council	1	1	100%
Capital Development Board	2	1	50%
Central Management Services	4	1	25%
Children and Family Services	35	11	31%
Civil Service Commission	1	0	0%
Commerce and Economic Opportunity	7	1	14%
Corrections	61	6	10%
Criminal Justice Information Authority	2	1	50%

Agency	# Human Resources staff	# Minority Human Resources staff	% Minority Human Resources staff
Deaf and Hard of Hearing Commission	1	0	0%
Developmental Disabilities Council	1	0	0%
Emergency Management Agency	1	0	0%
Employment Security	15	13	87%
Environmental Protection Agency	4	0	0%
Executive Ethics Commission	2	1	50%
Financial and Professional Regulation	3	0	0%
Gaming Board	2	0	0%
Guardianship and Advocacy Commission	1	1	100%
Healthcare and Family Services	36	11	31%
Human Rights Commission	2	1	50%
Human Rights Department	3	2	67%
Human Services	101	27	27%
Illinois Commerce Commission	4	0	0%
Innovation and Technology	6	1	17%
Insurance	6	0	0%
Investment Board	0	0	0%
Juvenile Justice	6	2	33%
Labor Department	1	0	0%
Labor Relations Board	1	1	100%
Labor Relations Board - Educational	1	0	0%
Law Enforcement Training and Standards Board	1	0	0%
Lottery	3	0	0%
Medical District Commission	1	0	0%
Military Affairs	5	0	0%
Natural Resources	12	11	92%
Office of Executive Inspector General	2	1	50%
Pollution Control Board	1	0	0%
Prisoner Review Board	2	0	0%
Procurement Policy Board	1	0	0%
Property Tax Appeal Board	1	0	0%
Public Health	10	1	10%
Racing Board	1	0	0%
Revenue	21	0	0%
State Fire Marshal	1	0	0%
State Police	2	0	0%

Agency	# Human Resources staff	# Minority Human Resources staff	% Minority Human Resources staff
State Police Merit Board	1	0	0%
State Retirement Systems	1	1	100%
Tax Tribunal	2	1	50%
Transportation	225	48	21%
Veterans Affairs	19	4	21%
Workers Compensation Commission	3	1	33%
TOTAL	631	150	24%

V. Internal Procedures to Complement and Bolster Diversity Efforts

A. Dedicated Liaison to Asian-American Communities

Eight agencies (15%) have designated staff as liaisons to Asian-American communities.

Dedicated Liaison	
Agency	Does your agency have a designated Asian American liaison who works with the Asian American community to recruit Asian Americans?
Children and Family Services	Yes
Commerce and Economic Opportunity	Yes
Gaming Board	Yes
Human Rights Department	Yes
Juvenile Justice	Yes
Revenue	Yes
State Police	Yes
Transportation	Yes

2018 Asian-American Employment Plan

**STRUCTURAL SUPPORT FOR DIVERSITY EFFORTS
ANALYSIS**

State agencies are demonstrating a commitment to diversity. Four agencies not required to participate in the State's Asian-American Employment Plan Survey nevertheless volunteer so they can be involved in the State's workforce diversity efforts.

I. Ensuring Full Access to the State's Workforce

A. Broad Employment Outreach

Many agencies conduct broad outreach to educate communities about the State's employment selection process and help candidates select job titles for which to apply.

B. Career Advancement Programs

Five agencies proactively offer promotional assistance to employees, encourage them to accept it, and/or assist them through the promotional process.

C. Equal Opportunity to Secure an Employment Interview

To assist with candidate selection for Rutan interviews, two agencies use computer programs.

D. Embedding Sensitivity to Diversity among Employment Selection Decision Makers

1. Diversity / Unconscious Bias Training Prior to Interviews

One agency provides unconscious biases training to interviewers before interviews in an effort to reduce the effects of unconscious bias on candidate selection.

2. Diversity among Decision Makers during Employment Selection Process

a. Diverse Rutan Interview Panels

In 2017, nearly 700 Rutan interviewers conducted nearly 7,500 Rutan interviews across the State. Asian-Americans accounted for 13% of Rutan interviewers. 42% of Rutan interviews were conducted with a diverse interview panel. 1% included at least one Asian-American on the interview panel.

b. Diverse Human Resources Personnel

People of color comprise 24% of the State’s Human Resources staff, which is one of the key departments that touch the employment selection system.

II. Internal Procedures to Complement and Bolster Diversity Efforts

A. Engagement of Senior Leadership

In several agencies, senior leadership is engaged in the diversity program as reflected by the direct involvement of the Director, executive staff, and/or management staff in diversity initiatives.

B. Dedicated Resources towards Advancing Diversity Goals

1. Budget Allocation

One agency was highlighted for allocating a budget for outreach and career fair events.

2. Dedicated Liaisons to Asian-American Communities

Fifteen percent of surveyed agencies have dedicated liaisons who work within the Asian-American community and help with recruitment.

3. Strategic Integration of Diverse Expertise

Many agencies have established avenues for strategic expertise integration so that leaders in different fields can contribute their expertise to diversity efforts and connect with the diversity goals. Examples include the review of job postings and proposed interview questions by the EEO Officer to ensure consistency with diversity goals and reduce the opportunity for hidden barriers unrelated to job proficiency to unintentionally exclude potentially excellent job candidates from the employment selection system and strategy sessions among diversity, recruitment, employee services, and affirmative action groups the Diversity Employment and Recruitment Section and the Offices of Employee Services, Affirmative Action and Racial relying on underutilization data to craft approaches regarding outreach activities and recruitment strategies for filling upcoming position vacancies.

4. Agency-wide Diversity Training

a. Unconscious Bias Training

Three agencies offered comprehensive unconscious bias training to their employees.

b. Diversity Sensitivity Training

Four agencies offered diversity sensitivity training to their workforce during 2017; some offer it annually.

2018 Asian-American Employment Plan

AGENCY BEST PRACTICES

This section highlights best practices gleaned from agencies’ responses to the 2018 Asian-American Employment Plan Survey.

I. Commitment to Diversity and Inclusion Exemplified through Voluntary Participation in the 2018 Asian-American Employment Plan Survey

Agency	Best Practices: <i>Commitment Exemplified Through Voluntary Participation</i>
<i>Executive Ethics Commission</i>	Voluntarily participates in Asian-American Employment Plan survey
<i>Medical District Commission</i>	Voluntarily participates in Asian-American Employment Plan survey
<i>Office of the Executive Inspector General</i>	Voluntarily participates in Asian-American Employment Plan survey
<i>Procurement Policy Board</i>	Voluntarily participates in Asian-American Employment Plan survey

II. Ensuring Full Access to the State’s Workforce

A. Outreach

Agency	Best Practices: <i>Outreach</i>
<i>Revenue</i>	The EEO Officer conducts targeted recruitment through community organization partnerships and workshops and has been active in over 74 recruitment events for FY2017.
<i>Human Services</i>	Bureau of Recruitment and Selection regularly attends job fairs by community organizations, faith-based institutions, sister agencies, and elected officials
<i>Corrections</i>	Conducts state-wide outreach workshops in partnership with community organizations, sister agencies, educational and faith-based institutions
<i>Employment Security</i>	Actively participates in numerous job fairs and recruitment events held by employers, community organizations and elected officials

B. Career Development

Career development enables retention of ambitious and motivated employees. Many agencies take advantage of the State’s Upward Mobility Program (UMP), which incentivizes, prepares, and assists AFSCME⁴⁷ members seeking promotion.

Agency	Best Practices: <i>Career Development</i>
<i>Employment Security</i>	In June 2017, IDES hired a training manager to facilitate training of IDES employees from onset of employment throughout their career
<i>Gaming Board</i>	IGB has a semi-automatic promotional ladder that was negotiated for the titles of a Gaming Special Agent to a Gaming Senior Special Agent
<i>Guardianship and Advocacy Commission</i>	Director of Training created and implemented a new internal professional development training program in conjunction with a small department in DoIT
<i>Human Rights Department</i>	The Department's staff also assists employees to match their skills with available promotional opportunities
<i>Children and Family Services</i>	Throughout the year the Department announces internal and external opportunities for professional development training with Continuing Education Units

C. Rutan Interview Candidate Selection

Agencies have the difficult task of determining how to select candidates from the open competitive eligibility list when their qualifications are listed only as Grade A, with no background materials to distinguish candidates.

Agency	Best Practices: <i>Candidate Interview Selection</i>
<i>Financial and Professional Regulation</i>	Uses a Candidate Selection Matrix
<i>Healthcare and Family Services</i>	EEO Office ensures a consistent pattern is used for all interview selection
<i>Agriculture</i>	EEO Officer is involved during process of selecting interview candidates from the eligibility list

⁴⁷ The Association of Federal, State, County, and Municipal Employees, Council 31.

D. Unconscious Bias Training Prior to Interviews

Agency	Outreach: <i>Unconscious Bias Training Prior to Interviews</i>
<i>Executive Ethics Commission</i>	At the time of each interview, members of the interview panel 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

E. Diversity among Employment Selection Decision Makers

1. Rutan Interviewer Selection

Agency	Best Practices: <i>Rutan Interviewer Selection</i>
<i>Illinois Commerce Commission</i>	EEO Officer makes recommendations regarding the composition of Rutan interview panels
<i>Public Health</i>	To increase racial, ethnic and geographic diversity amongst our Rutan interviewers the EEO/AA Officer and Community Public Health Outreach Manager periodically review the Agency List of certified Rutan interviewers, assess the need for additional interviewers, identify qualified candidates and make recommendations for inclusion to the appropriate offices/regions
<i>Commerce and Economic Opportunity</i>	Managers are encouraged to identify employees to conduct interviews who have a strong understanding of the work being done and come from diverse backgrounds. The EO Officer is in regular contact with the Human Resources manager to discuss efforts in diversifying the Rutan trainer pool
<i>Children and Family Services</i>	Priority goal: having every Rutan interview panel be diverse
<i>Central Management Services</i>	Strives for diversity on Rutan interview panels

III. Embedding Sensitivity to Diversity among Employment Selection Decision-Makers

A. Engagement of Senior Leadership

Agency	Best Practices: <i>Engagement of Senior Leadership</i>
<i>Commerce and Economic Opportunity</i>	Reports to the Director and works closely with the Directors office and Human Resources on recruitment
<i>Transportation</i>	Offers recommendations to management and executive staff to target and improve outreach

Agency	Best Practices: <i>Engagement of Senior Leadership</i>
<i>Corrections</i>	EEO Officer meets with department heads to develop recruitment strategies
<i>Revenue</i>	Provides policy recommendations to senior leadership
<i>Insurance</i>	Workforce diversity goals discussed in senior staff meetings

B. Dedicated Resources towards Advancing Diversity Goals

1. Budget Allocation

Agency	Best Practices: <i>Dedicated Resources: Budget Allocation</i>
<i>Transportation</i>	Budget allocated for outreach and career fair events

2. Dedicated Liaisons to Asian-American Communities

Agency	Dedicated Liaison	Liaison Duties
<i>Revenue</i>	Yes	Provides policy recommendations to senior leadership, regularly coordinates strategic community and stakeholder hiring events/workshops, attends meetings of the Asian-American Employment Plan Advisory Council.
<i>Children and Family Services</i>	Yes	Supports/assists HR with outreach, participates in strategic planning meetings regarding affirmative action, diversity, recruitment, and retention, attends meetings of the Asian-American Employment Plan Council, maintains relationships with advocacy organizations, community groups, sister agencies
<i>Human Rights Department</i>	Yes	Engages in diversity training, outreach, and community relations
<i>Transportation</i>	Yes	Executes annual diversity recruitment plan; offers recommendations to management and executive staff to target and improve outreach
<i>Commerce and Economic Opportunity</i>	Yes	
<i>Juvenile Justice</i>	Yes	
<i>State Police</i>	Yes	
<i>Gaming Board</i>	Yes	

C. Strategic Integration of Diverse Expertise

Agency	Best Practices: <i>Strategic Expertise Integration</i>
<i>Illinois Commerce Commission</i>	EEO Officer reviews drafts of job postings and proposed Rutan interview questions
<i>Children and Family Services</i>	Has a Diversity Employment and Recruitment Section which works with the Offices of Employee Services, Affirmative Action and Racial to discuss upcoming employment postings, underutilization in the job location, outreach activities, and recruitment strategies to encourage Asian-American to apply
<i>Human Rights Department</i>	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
<i>Human Services</i>	Has a Bureau of Recruitment and Selection that meets quarterly to discuss strategies for improving the agency's performance in achieving underutilization goals.
<i>Commerce and Economic Opportunity</i>	EEO Officer reports to the Director and works closely with the Director's office and Human Resources on recruitment; discusses vacancies and underutilization with HR
<i>Corrections</i>	EEO Officer meets with department heads to develop recruitment strategies
<i>State Police</i>	Incorporates underutilization information to help target underrepresented populations during the employment selection system
<i>State Employee Retirement Systems</i>	Incorporates underutilization information to help target underrepresented populations during the employment selection system
<i>Veterans Affairs</i>	Incorporates underutilization information to help target underrepresented populations during the employment selection system
<i>Employment Security</i>	Added to its written policies and procedures to consider underutilization information to help target underrepresented populations during the employment selection system
<i>Revenue</i>	Staff is training on how to strategically use information to help target underrepresented populations during the employment selection system

D. Unconscious Bias Training

Agency	Outreach: <i>Unconscious Bias Training</i>
<i>Public Health</i>	An 80 minute, live webinar was offered to all employees on the subject of unconscious bias. The interactive webinar "How our Unconscious Minds Lead Us Astray" was recorded and remains accessible to all employees through the agency's intranet. Webinar objectives include: -Identifying implicit bias -Recognizing microinsults, and microinvalidations; and -Mitigating implicit bias with debiasing techniques

Agency	Outreach: <i>Unconscious Bias Training</i>
<i>Department of Human Rights</i>	Employees trained by IDHR’s Institute for Training and Development on topics including Unconscious Bias in the Workplace, Diversity Awareness, Civility in the Workplace, Five Generations in the Workplace: Communicating through a Multigenerational Lens, Conflict Resolution, and others. As such, the Rutan interviewers have taken courses that deal with unconscious communications and bias

E. Diversity Sensitivity Training

Agency	Best Practices: <i>Diversity Training</i>
<i>Human Services</i>	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.
<i>Workers Compensation Commission</i>	The entire agency participated in Sensitivity training offered by DHS in FY 2017
<i>State Police</i>	Field recruiters receive annual diversity training from EEO Officer
<i>Employment Security</i>	Training on diversity in the workplace

2018 Asian-American Employment Plan

CONCLUSION

Agencies are demonstrating a commitment to diversity. Even agencies not required to participate in the annual Asian-American Employment Plan Survey volunteered to be involved. Although the representation of Asian-Americans in the State's workforce (3%) during 2017 was less than the representation of Asian-Americans in Illinois' labor market, it was equal to the percentage of Asian-Americans in the applicant pool. In addition, it remained within one percentage point of the representation in Illinois' labor market throughout the employee lifecycle.

Agencies are working hard to ensure full access to the State's workforce. Many conduct broad outreach and proactively offer promotional assistance to employees, and over 40% of the State's Rutan interviews in 2017 were conducted with a diverse panel. Thirteen percent of the State's Rutan interviewers were Asian-American. Agencies should increase the number of Asian-Americans available to participate on interview panels by sending more for Rutan training and certification.

Agencies are establishing internal procedures to complement and bolster their diversity efforts. Agency heads and senior leadership are actively involved in monitoring the diversity program and developing diversity strategies. Fifteen percent of agencies have designated a liaison who works within Asian-American communities to boost recruitment efforts.

Agencies are strategically integrating diverse fields of expertise into developing and executing diversity strategies; many relying on underutilization data to drive their recruitment efforts. In addition, agencies are introducing unconscious bias and diversity sensitivity trainings into their workforces.

2018 Asian-American Employment Plan

GOALS AND RECOMMENDATIONS

I. Outreach

Agencies should engage in broad, strategic outreach, specifically including communities of color, and partner with each other when possible to pool resources. They should also leverage underutilization data to strategically drive outreach efforts.

Many agencies rely on CMS' Diversity Enrichment Program (DEP) for diversity outreach. DEP employs diversity outreach career counselors who help job seekers navigate the State's employment selection system through job fairs, employment workshops, and one-on-one counselling sessions.

DEP is an extremely valuable resource that works diligently to deliver support to State agencies. During 2017, DEP staff offered counseling and education via nearly 4,000 emails, over 1,300 phone calls, over 400 one-on-one counseling sessions, and on 75 occasions attended job fairs and educational conducted workshops in eight counties.

Given the value of DEP and its current limited scope, one of CMS' internal goals is to magnify DEP's range through video recordings which can be posted online, available to all regions and populations of the State, during and after business hours, and live interactive webinars, among other ideas for how to educate a wide and diverse audience about employment with the State.

II. Strategic Expertise Integration

Cross-departmental collaboration around diversity issues allows for maximum input, awareness, and idea generation. It invites engagement into diversity initiatives and facilitates the variety of perspectives that improves brainstorming sessions and decision quality.

III. Dedicated Resources

Agencies should designate a liaison who can build relationships and trust in the Asian-American community to attract candidates of color.

IV. Diversity Training

Diversity training is important for all staff, but especially important for those who touch the employment selection system.

V. Diversity on Rutan Interview Panels

Diversity on Rutan interview panels can improve interview performance among diverse candidates, eliminating a potential barrier to employment unrelated to job qualifications.

VI. Candidate Selection for Rutan Interviews

Agencies have the difficult task of determining how to select candidates from the eligibility list for an employment or promotional interview when their qualifications are listed only as Grade A, with no background materials to distinguish candidates.

Many agencies have adopted a form of random sampling in an effort to be as fair as possible. The method most often used is to select every Xth candidate. One of CMS' internal goals is to explore stratified random sampling, which is more equitable than complete randomization and has been recommended for use in the employment setting.⁴⁸

VII. Inclusion Strategies

Agencies should explore, research, and adopt inclusion strategies in order to leverage their diversity. CMS plans to review inclusion strategies in future Employment Plan surveys.

VIII. Agency Information Exchange

Agencies should collaborate and learn from each other. They should review the Agency Best Practices section of the 2018 Asian-American Employment Plan and borrow or modify practices, tailoring them to the agency's specific needs and culture.

Agencies should send representatives to attend meetings of the Asian-American Employment Plan Council to share ideas and best practices.

IX. Evaluating Diversity Efforts

A. Evaluating Diversity Efforts State-wide

One of the main vehicles to evaluate workforce diversity efforts State-wide is the annual Asian-American Employment Plan Survey. Data compiled through this survey could improve through efforts by CMS and the State agencies.

CMS plans to continue to upgrade its Asian-American Employment Plan Survey to better target diversity and inclusion as applied in the distinctive context of State government in collaboration with the Asian-American Employment Plan Advisory Council and shaped by feedback from legislators, agency representatives, members of the general public, and other stakeholders during meetings of the Asian-American Employment Plan Advisory Council.

B. Evaluating Diversity Efforts by Agency

Agencies are encouraged to develop methods of measuring, evaluating, and advancing their diversity and inclusion goals.

⁴⁸ [Michael P. Ward, Welch Consulting, "EEO Studies: Statistical Methods and Data Sources."](#) Paper prepared for the American Bar Association National Conference on Equal Opportunity Law, Session: The Numbers Game: Demystifying the Use of Data in Class Actions, (March 29 – April 1, 2017).

2018 Asian-American Employment Plan

CONTACT INFORMATION

We invite anyone with questions or feedback to contact:

Lisa G. Williams
Deputy Director of Diversity and Inclusion
Central Management Services
Lisa.g.williams@illinois.gov
(312) 814-8213



State of Illinois
Department of Human Rights

Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies

March 2016

www.illinois.gov/dhr

Legal Division – State Agency Liaison Unit

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APPENDIX

B. EEO JOB CATEGORIES

Definitions of EEO Job Categories

1. **Officials and Administrators** -- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the Agency's operation, or provide specialized consultation on a regional, district or area basis. **Includes:** *department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.*
2. **Professionals** -- Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. **Includes:** *personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.*
3. **Technicians** -- Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. **Includes:** *computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.*
4. **Protective Service Workers** -- Occupations in which workers are entrusted with public safety, security and protection from destructive forces. **Includes:** *police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.*
5. **Paraprofessionals** -- Occupations in which workers perform some of the duties of a professional or technician in supportive roles, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** *library assistants, research assistants, medical aids, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.*
6. **Administrative Support (Including Clerical and Sales)** -- Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** *bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.*
7. **Skilled Craft Workers** -- Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience of through apprenticeship or other formal training programs. **Includes:** *mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.*
8. **Service Maintenance** -- Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. **Includes:** *chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers.*



State of Illinois
Department of Human Rights

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February 2018

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APPENDIX

A. EXPLANATION OF TERMS

Explanation of Terms

AA - Affirmative Action - The legal concept mandated under Executive Order 11246 which requires an employer to do more than ensure employment neutrality in recruitment, hiring and promotion of qualified individuals in order to overcome the effects of past systemic exclusion and discrimination.

AAP - Affirmative Action Plan - A written document, which encompasses the EEO policy and all the actions necessary to create a non-discriminatory work environment, including the development of numerical goals for established affirmative action groups when underutilization of such groups has been identified.

Accessibility - The extent to which a facility is readily approachable and usable by individuals with disabilities

Adverse Impact - A theory of employment discrimination (also referred to as disparate impact, disparate effect, adverse effect), which occurs when an employer's policy or practice, neutral on its face and in its application, has a negative effect on the employment opportunities of affirmative action groups.

Affirmative Action Groups - For the development of an AAP by a state entity, this refers to Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander, and People with Disabilities.

Availability Percent (AP) - the percentage of affirmative action groups that can reasonably be expected to be available for employment.

CEO - Chief Executive Officer - The individual ultimately responsible for the operation of an agency.

Department or DHR - Department of Human Rights

Disability - as used in Section 2-105 (B) of the Act and this Subpart, impairment of long-lasting physical, mental, hearing, cognition, ambulation, self-care, independent living or other functions.

Disparate Treatment - A theory of employment discrimination, which occurs when an employer treats, protected class employees differently than non-protected class employees in similar situations.

Equal Employment Opportunity (EEO) - EEO is achieved when all terms and conditions of employment and management decisions are consistently based on job related factors, without regard to, including but not limited to, race, color, disability, national origin, age, religion or sex.

EEO Job Category - Classes of position titles that are assigned to one of the eight EEO job categories: Officials/Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Administrative Support, Skilled Craft Workers and Service Maintenance.

Equal Employment Opportunity Commission (EEOC) - DHR's federal counterpart, which implements the Civil Rights Act of 1964 and other statues.

Labor Force - All persons, 16 years of age or older, who are either employed or unemployed.

Numerical Goal - Means the number of members of an affirmative action group, which have been determined to be necessary to bring an agency to parity.

Parity - Achieved when availability and utilization are equal.

Protected Class - Various groups of people protected under the Human Rights Act.

Program Goal - Program goal is an agency's fiscal year strategy to address EEO problem areas or to enhance its affirmative action program through recruitment or training efforts, or other specialized programs.

Reasonable Accommodation - is a modification to the work site, work process and/or work schedule to enable a person with a disability to perform essential job duties.

Region - The term "region" shall mean a group of adjacent state counties; there are 10 regions within Illinois.

Underutilization - The number of additional persons in a particular affirmative action group which is necessary to achieve parity with the availability of that group in the labor force.

Workforce - Current number of employees in the agency.

TO: State agencies under the jurisdiction of the Illinois Personnel Code

FROM: Michael M. Hoffman, Acting Director, CMS

DATE: December 1, 2017

RE: Asian-American Employment Plan Survey 2018

I. Thank You to Agency Heads and Preparers

Thank you for setting aside time and effort every year to retrieve, digest, and report the data and information requested by the Asian-American Employment Plan Survey. Your help directly supports the collective effort of State employees to ensure that our State government is as effective as it can be.

II. Enriching the Diversity of the State's Workforce by Analyzing State Agencies' Hiring and Employment Data and Diversity Efforts

Efficient, responsive, and accountable disbursement of State services is best facilitated by a diversified State workforce which reflects the diversity of the tax-paying constituency the State work force is employed to serve.

The Illinois Legislature enacted various laws to improve the diversity of the State's workforce by increasing the number of Asian-American and bilingual State employees, especially in supervisory, technical, professional, and managerial positions.

Every year, State agencies are required to report data and information to the Department of Central Management Services (CMS) to enable CMS to track State agencies' hiring practices of Asian-American and bilingual and to assess State agencies' success in implementing strategies and programs in accordance with the previous year's Asian-American Employment Plan.

This survey is designed to facilitate the ability of State agencies to tender the required data and information to CMS. CMS will compile and analyze the data and information received and by February 1, 2018 submit its Asian-American Employment Plan to the Illinois General Assembly and make it available to the public.

III. Asian-American Employment Plan Survey Instructions

A. Deadline to Complete the Asian-American Employment Plan Survey

Agencies must complete the Asian-American Employment Plan survey no later than Friday,

December 15, 2017 to guarantee inclusion in the Asian-American Employment Plan.

B. Time period

Survey questions seek data and information from fiscal year 2017, which started July 1, 2016 and ended June 30, 2017.

C. Coverage

Unless otherwise specified, survey questions apply to bargaining unit employees, salary grade employees, merit compensation employees, and all other employees not exempted from the Personnel Code.

D. Complete Responses

Responses should be detailed and comprehensive. Every question requires a response.

E. New Survey Questions

This year, there is an addendum to the Asian-American Employment Plan survey: an excel spreadsheet to complete and return to Lisa.g.williams@illinois.gov. There are also a few additional survey questions than in previous years. If your agency does not currently have this data readily available, please respond to the extent possible. Beginning January 1, 2018, State agencies should begin tracking the data necessary to enable full and complete responses for the 2018 Asian-American Employment Plan Survey.

F. Certification

Responses to the Asian-American Employment Plan Survey must be certified by the preparer (a) as to the accuracy of the responses to the best of her or his ability after a reasonable investigation, and (b) that the responses were reviewed and approved by the head of the State agency.

IV. Questions regarding the Asian-American Employment Plan Survey

Should you have questions, please direct them to:

Lisa G. Williams
Deputy Director, Diversity & Inclusion
Central Management Services
Lisa.g.williams@illinois.gov
(312) 814-8213

* 1. Agency:

* 2. Agency Information:

Agency Director or Secretary:

Name of Individual Completing Survey:

Individual's Working Title:

Individual's Phone Number:

Individual's Mailing Address:

Individual's Email Address:

2018 Asian American Employment Plan Survey

* 3. As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

Officials and Managers

Professionals

Technicians

Protective Service
Workers

Para-Professionals

Office and Clerical

Skilled Craft Workers

Service-Maintenance

2018 Asian American Employment Plan Survey

* 4. As of June 30, 2017, provide the number of employees in Asian language-speaking option positions who receive bilingual pay employed within each of the following categories:

Officials and Managers

Professionals

Technicians

Protective Service
Workers

Para-Professionals

Office and Clerical

Skilled Craft Workers

Service-Maintenance

2018 Asian American Employment Plan Survey

* 5. As of June 30, 2017, provide the number of funded positions within each of the following EEOC categories:

Officials and Managers

Professionals

Technicians

Protective Service
Workers

Para-Professionals

Office and Clerical

Skilled Craft Workers

Service-Maintenance

2018 Asian American Employment Plan Survey

* 6. As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

* 7. As of June 30, 2017, provide the underutilization for Asian Americans by category:

Officials and Managers	<input type="text"/>
Professionals	<input type="text"/>
Technicians	<input type="text"/>
Protective Service Workers	<input type="text"/>
Para-Professionals	<input type="text"/>
Office and Clerical	<input type="text"/>
Skilled Craft Workers	<input type="text"/>
Service-Maintenance	<input type="text"/>

2018 Asian American Employment Plan Survey

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

2018 Asian American Employment Plan Survey

* 9. As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

* 10. As of June 30, 2017, how many senior or mid-level staff reporting to Agency Director(s)/Secretary were Asians?

* 11. Please list their position titles.

2018 Asian American Employment Plan Survey

* 12. 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.

2018 Asian American Employment Plan Survey

* 13. List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

2018 Asian American Employment Plan Survey

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

Yes

No

* 15. If yes, please provide the name and position title.

Name

Title

2018 Asian American Employment Plan Survey

* 16. 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.

2018 Asian American Employment Plan Survey

* 17. Number of Human Resources staff in your agency?

* 18. How many of those Human Resources staff are minorities?

2018 Asian American Employment Plan Survey

* 19. How many new employees were hired during FY 17? 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.

* 21. How many of those were Asian American?

2018 Asian American Employment Plan Survey

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

* 23. How many employees were promoted during FY 17?

* 24. How many Asian Americans were promoted?

2018 Asian American Employment Plan Survey

* 25. 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?

2018 Asian American Employment Plan Survey

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

2018 Asian American Employment Plan Survey

* 27. How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

* 28. How many Asian American interns or student workers did your agency hire in FY 17?

2018 Asian American Employment Plan Survey

* 29. How many veterans were hired during FY 17?

* 30. How many veterans were Asian American?

2018 Asian American Employment Plan Survey

* 31. As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

* 32. For FY 17, how many Rutan panel interviews were conducted?

* 33. For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

2018 Asian American Employment Plan Survey

* 34. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

* 35. Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

* 36. Please list the position titles.

2018 Asian American Employment Plan Survey

* 37. 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.

2018 Asian American Employment Plan Survey

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

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

2018 Asian American Employment Plan Survey

* 40. 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?

2018 Asian American Employment Plan Survey

* 41. How many Rutan certified interviewers were in your agency as of June 30, 2017?

* 42. How many Rutan panel interviews included a member of a minority group during FY2017?

* 43. How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

2018 Asian American Employment Plan Survey

* 44. List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

* 45. Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

* 46. Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

2018 Asian American Employment Plan Survey

* 47. *By selecting "I Agree" below, I hereby certify (a) the accuracy of this agency's responses to the Bilingual Needs and Bilingual Pay Survey to the best of my knowledge after reasonable investigation, and (b) that these responses were reviewed and approved by the head of this agency before submission.*

I Agree

I Do Not Agree

2018 State Asian American Employment Plan Survey

Agency: Aging

Director/Secretary: Jean Bohnhoff

Submitted: 12/14/2017 11:09:34 AM

Certification: I Agree

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

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

0	Officials and Managers
6	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

156

As of June 30, 2017, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2017, 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 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Please see the response to question #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 17? 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.

21

Please list the position titles.

Public Service Administrator Senior Public Service Administrator Social Service program
Planner 3 Human Resources Specialist Executive I - Spanish Speaking Account Technician II
Office Assistant, Option 1 Human Services Caseworker Chief Internal Auditor Office Associate,
Option 2 Executive I Social Services Career Trainee

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 17?

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?

The Office of Human Resources follows all CMS and collective bargaining agreement 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.

Depending on the number of candidates on the CMS Open Competitive List, the Agency may select one of every certain number (e.g., every 5th, 10th, 20th candidate) to be invited for an interview.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

2

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

30

For FY 17, 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 17:

23

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Administrative Assistant II Account Technician II Chief Internal Auditor Executive I - Spanish Speaking Executive I Executive II Human Services Caseworker Information Systems Analyst I Information Systems Analyst II Management Operations Analyst II Office Assistant, Option 1 Office Associate, Option 2 Public Service Administrator Senior Public Service Administrator Social Services Career Trainee Social Services Program Planner 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.

Please see the response to question #12. The Agency is also required to utilize the CMS Upward Mobility List when filling vacancies for applicable titles.

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.

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?

How many Rutan certified interviewers were in your agency as of June 30, 2017?

12

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

30

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A - none are certified Rutan interviewers.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

There is no budget allocation specifically for African-American employment.

2018 State Asian American Employment Plan Survey

Agency: Agriculture

Director/Secretary: Raymond Poe

Submitted: 12/11/2017 11:42:36 AM

Certification: I Agree

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

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 and conducts 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 reviews it in detail with senior staff and bureau chiefs.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

As of June 30, 2017, 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 may go to eligible lists on some of them. It is the agency's hope that there will be Asian Americans on the eligible list.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your 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?

4

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

60

Please list the position titles.

Meat & Poultry Inspector & Trainee, Office Associate, Products & Standards Inspector & Trainee, Warehouse Examiner, SPSA, PSA, Environmental Protection Engineer, Accountant Supervisor, Reproduction Service Technician, Animal & Animal Products Investigator Trainee, Executive 1 & 2, Account Tech 1 & 2, Metrologist Assoc, Private Secretary, Admin Assistant 1 & 2, Plant & Pesticide Specialist, Human Resource Specialist, Accountant, Office Specialist, Executive Secretary 1 & 2, Agricultural Land & Water Resource Specialist

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 17?

23

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 conducts 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 17? (Do not include trainees)

5

How many Asian American interns or student workers did you agency hire in FY 17?

4

How many veterans were hired during FY17?

6

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

37

For FY 17, 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 17:

50

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

SPSA, Administrative Asst 1 & 2, Meat & Poultry Inspector & Trainee, Products & Standards Inspector & Trainee, Private Secretary, PSA, Office Administrator, Veterinarian Pathologist, Executive 1 & 2, Warehouse Examiner, Information System Analyst, Office Associate, Foreign Service Economic Development Executive, Human Resource Specialist, Microbiologist, Labor Quality Specialist, Accountant

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability 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.

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

54

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

54

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

2018 State Asian American Employment Plan Survey

Agency: Arts Council

Director/Secretary: Acting Executive Director Jo

Submitted: 12/5/2017 4:50:01 PM

Certification: I Agree

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

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 4 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

In FY17, there was one hire in the agency for the SPSA, Deputy Director position. The agency was not underutilized. It is the responsibility of the Director of Administration, Personnel Manager and the EEO/AA Officer (all the same individual) to comply with the mandates of the Asian American Plan; and also completes and submits the Agency's EEO/AA Plan to the DHR. Reviews with the Executive Director and Chief of Operations to determine underutilized categories/positions.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Accountant Supervisor

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.

IACA completes and submits the EEO/AA Plan and is reviewed by senior staff. After approval, senior staff is notified of any of the underutilized categories or positions and will be addressed during the hiring process. IACA is not underutilized in any category.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

In FY18, the agency plans on hiring two Office Specialists, Accountant and Arts Council Program Representative. None of these positions are Asian-speaking bilingual options. Although we are a small agency, there hasn't been an instance in which an Asian-speaking constituent that needed technical assistance. The agency has one Asian American on staff that will be able to assist if needed.

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

Name: If needed - Piuz Zacharias

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 17? 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

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 17?

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 IACA is not underutilized in a minority category or any category. The Personnel Manager and the EEO Officer is 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.

Veterans Preference with an A grade takes priority over any other candidate on the open competitive list. If the agency is underutilized in a category, the agency would select all A grades to interview.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

2

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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 our AFSCME bargaining unit employees. HFS offers Training and Development and is available to all of our staff. The Training Clearing House offers classes and is available to our 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?

NA

How many Rutan certified interviewers were in your agency as of June 30, 2017?

2

How many Rutan panel interviews included a member of a minority group during FY2017?

2

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

With such a small Agency, there are two minorities that are Rutan certified interviewers in Managerial positions. The one Asian-American employee is not in a managerial position. Therefore, no efforts were made to include him in being certified.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

There is not an Asian-American employment budget allocated for Fy2017.

2018 State Asian American Employment Plan Survey

Agency: Capital Development Board

Director/Secretary: Gus Behnke

Submitted: 12/29/2017 5:17:44 PM

Certification: I Agree

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

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

All Rutan staff have been trained on Rutan Interview process.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

15

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

DNA

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.

All CDB posts are shared on work.illinois.gov and the CDB website, shared with CDB staff and forwarded out for community outreach recruitment.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Using recruitment through websites. Could use additional contacts.

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.

DNA

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 17? 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.

Project Manager Trainee, Chief Internal Auditor, CDB Acct Tech, Executive I, Capital Planning Liaison & Technical Specialist, Option E-G.

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 17?

1

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?

Oversees all aspects of hiring.

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

Select the candidates that best meet the criteria for the title.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

7

How many Asian American interns or student workers did you agency hire in FY 17?

2

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

20

For FY 17, how many Rutan panel interviews were conducted?

5

For FY 17, 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 17:

7

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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.

All CDB Employees are offered and encouraged to take training.

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.

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?

No.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

20

How many Rutan panel interviews included a member of a minority group during FY2017?

2

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

I will make an effort to identify some Asian Americans from our staff to see if they would be willing to get Rutan certified.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

None known.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

DNA

2018 State Asian American Employment Plan Survey

Agency: Central Management Services

Director/Secretary: Michael M. Hoffman

Submitted: 12/15/2017 6:17:02 PM

Certification: I Agree

Individual Information: Fred V. Stewart, II, Public Service Administrator, 401 S. Spring Street, Suite 720, Springfield, IL 62706, (217) 558-6713, fred.stewart@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

169	Officials and Managers
136	Professionals
19	Technicians
10	Protective Service Workers
34	Para-Professionals
28	Office and Clerical
327	Skilled Craft Workers
134	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

857

As of June 30, 2017, 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.)

Discussions with Senior Staff have occurred when needed. The provision of including minorities on Rutan interview panels was incorporated into the Affirmative Action Plan.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

3

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 Plan is available for assisting employees in getting a promotion, as well as the EEO Officer who regularly sends out notices of job openings to various ethnic entities and attends job fairs.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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

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?

1

How many new employees were hired during FY 17? 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.

142

Please list the position titles.

Information Services Specialist, Admin Assistant, Stationary Engineer, Office Associate, Executive II, Human Resources Assistant, Senior Public Service Administrator, Information Systems Analyst, Insurance Analyst, Maintenance Worker Power Plant, Account Technician I, Public Admin Intern, Public Service Administrator, Human Resources Assistant.

How many of those were Asian American?

1

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

-20

How many employees were promoted during FY 17?

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?

None.

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

Below is the process we use to get to a manageable number of interviews to fill one vacancy based on the language in Governor Quinn's Administrative Order Number 2 (2009) C. Interview, Evaluation and Selection of Candidates #2 "To the extent practical . . ." outlining the standardized method to select candidates to interview. Example: File for electrician contained 56 applications. Screening criteria would be set according to the position - such as having completed a journeyman/apprenticeship program; having worked as an electrician within the last ten years; and having worked with high voltage – commercial/industrial environment. If we had 37 applicants meeting the screening criteria, we would do a random selection for every third application in the pile – the pile is in no particular order (alphabetical or otherwise). Invitations to interview would be going out to the 12 randomly selected candidates. In the event there is not a viable candidate out of the initial 12 applicants interviewed, a second randomly selected process of every third application will be conducted of the remaining 25 applicants (and so on).

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

14

How many veterans were Asian American?

1

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

32

For FY 17, how many Rutan panel interviews were conducted?

120

For FY 17, 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 17:

199

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

4

Please list the position titles.

Public Service Administrator, Senior Public Service Administrator (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 Upward Mobility Plan is available for assisting employees getting a promotion, as well as the Tuition Assistance when funds are available.

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?

No.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

How many Rutan panel interviews included a member of a minority group during FY2017?

17

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

120

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

There were none. However, it has been incorporated into the 2018 Affirmative Action Plan to have minority Rutan certified interviewers on panels when there are minorities competing for a position.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

No unconscious bias training was provided.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

No specific allocation was earmarked for minority employment.

2018 State Asian American Employment Plan Survey

Agency: Children and Family Services

Director/Secretary: Beverly J. Walker, Acting Dir

Submitted: 12/14/2017 11:28:13 AM

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, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

657	Officials and Managers
1,987	Professionals
36	Technicians
0	Protective Service Workers
111	Para-Professionals
294	Office and Clerical
0	Skilled Craft Workers
9	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

2,662

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0 Officials and Managers
43 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.)

DCFS produces a yearly Office of Affirmative Action report that details all statistical information regarding the workforce and the underutilization numbers for all minority classes available to all employees and to the public. Additionally, DCFS convenes a Diversity Employment and Recruitment Planning meeting attended by the DCFS Office of Employee Services, Communications, Racial Equity, and the Office of Affirmative Action to discuss upcoming employment postings and underutilization per IDHR region. The committee discusses and develops recruitment strategies as well as outreach activities and messages to encourage Asian Americans to apply for positions within DCFS. All meetings take place via video conference between Springfield and Chicago and were held on the following dates: August 2, October 4 and December 13 of 2016, and February 14, April 11, and June 13 of 2017.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

As of June 30, 2017, 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 minorities and closely observes the diversity of underutilized categories. 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. Activities performed by the Chief of Asian American Affairs: • July 11, 2016: Met with Asian American Community Based Organization to develop working relationship • July 20, 2016: Attended CMS Asian American Employment Plan Council meeting •

July 25, 2016: Met with Asian Human Services to develop working relationship • July 28, 2016: Met with University of Illinois-Chicago to develop a closer working relationship • July 28, 2016: Attended DCFS Asian American Advisory Council Meeting • August 22, 2016: Met with Vietnamese Association of Illinois in Du Page County • August 25, 2016: Met with Chinese Mutual Aid Association to develop a better working relationship • September 22, 2016: Attended DCFS Asian American Advisory Council Meeting • September 29, 2016: DCFS training on Slate employment process at Chinese American Service League • October 11, 2016: Met with Chinese Art Museum to develop a working relationship • October 12, 2016: Met with CMS Asian American Employment Plan Advisory Council • October 27, 2016: Met with DCFS Asian American Advisory Council • November 30, 2016: Attended DCFS Asian American Advisory Council Meeting • December 14, 2016: Attended CMS Asian American Employment Plan Advisory Council • December 21, 2016: Attended DCFS Asian American Advisory Council Meeting • January 25, 2017: Attended DCFS Asian American Advisory Council Meeting • February 4, 2017: Attended Vietnamese Lunar New Year Event in the community • March 13, 2017: Attended Job Fair at Korean American Center • March 22, 2017: Attended DCFS Asian American Advisory Council Meeting • March 24, 2017: Met with Chinese Mutual Aid Association for training on State employment • March 24, 2017: Met with Asian American CBO at community event • April 5, 2017: Attended DCFS Asian American Advisory Council Meeting • April 19, 2017: Attended DCFS Asian American Advisory Council Meeting • April 22, 2017: Attended United Chinese American Parenting Conference • April 28, 2017: Hosted DCFS Asian American Advisory Council Institute Day • May 23, 2017: Attended Asian American Heritage Month Celebration at Daley Center • May 23, 2017: Attended State Treasurer's celebration of Asian American Heritage Month • May 19, 2017: Attended Governor's Asian American Heritage Month celebration • May 24, 2017: Attended CMS Asian American Employment Advisory Council Meeting • May 24, 2017: Attended DCFS Asian American Advisory Council Meeting • May 26, 2017: Attended State Comptroller's Asian American Heritage Month celebration • May 30, 2017: Attended Cook County State's Attorney's Asian American Heritage Month celebration • June 8, 2017: Attended job fair at Vietnamese Association of Illinois • June 15, 2017: Attended conference on Asian American Business Leadership • June 22, 2017: Attended DCFS Asian American Advisory Council Meeting • June 28, 2017: Attended Dragon Boat racing event in Chinatown

B. The following job fairs were attended by the DCFS Office of Employee Services: January 2017 18-Jan State Employment Workshop Champaign 25-Jan University of Wisconsin at Madison Madison 26-Jan ISU Social Sciences Internship/Career Fair Normal 27-Jan Aurora University Social Work Internship Fair Aurora February 2017 2-Feb Belvidere Hiring Event & Career Fair Belvidere 7-Feb IDES I CMS Workshop Waukegan 2/10 • 2119 Chicago Auto Show Chicago 9-Feb Careers for Black America Job Fair Chicago Heights 15-Feb ISCPA Career Fest Tinley Park 15-Feb Olivet Nazarene University Job Fair Bourbonnais 16-Feb Bradley University Spring Job Fair Peoria 21-Feb IState University Spring Career Fair Normal 22-Feb Southern IL University Carbondale Career Fair Carbondale 22-Feb Northern Illinois University Job Fair Dekalb 24-Feb St Xavier University Job Fair Chicago March 2017 1-Mar Southern IL University Eastern Spring Career Fair Edwardsville 1-Mar Eastern IL University Job Fair Charleston 2-Mar Western IL University- Quad Cities Spring Career Fair Moline 3-Mar IDES Workshop Lisle 7-Mar IDES I CMS Workshop Arlington Heights 7-Mar Elmhurst College Job Fair Elmhurst 7-Mar Western IL University Spring Career & Internship Fair Macomb 8-Mar IDES I CHA Job Fair Chicago 9-Mar IDES Job Fair Moline 16-Mar UIC Spring Career Fair Chicago 16-Mar St Francis University Joliet 22-Mar ProFair Davenport, IA 22-Mar Rockford University Spring Job Fair Rockford 22-Mar Lewis University Career Fair Romeoville 23-Mar IDES Workshop McHenry 23-Mar Roosevelt university Job Fair Chicago 29-Mar Millikin University Career Fair Decatur 29-Mar Hanover Township Job Fair Bartlett 30-Mar Loyola MSW Career Fair Chicago 30-Mar Richland Community College Career Fair Decatur April 2017 4-Apr UIC Psychology Dept Networking Event Chicago 5-Apr Spring 2017 Illini Career & Internship Fair Champaign 6-Apr Benedictine

University Job Fair Lisle 12-Apr Hire Our Heros Job Fair Chicago 13-Apr Southwestern IL College Spring Job Fair Belleville 13-Apr UIC MSW Classroom Presentation Chicago 13-Apr Governors State University Spring Job Fair University Park 18-Apr Sen Trotter, Rep Sims Job fair Chicago 19-Apr Bndges to Employment Veteran Networking Event Chicago 19-Apr IDES State Employment Workshop Champaign 20-Apr IDES Workshop Rockford 21-Apr Hernandez Middle School Career Day Presentation Chicago 25-Apr CMS Workshop - Indo American Center Chicago 26-Apr CMS Workshop- Chinese American Service League Chicago 28-Apr Asian American Advisory Council Institute Day Des Plaines May 2017 3-May The News Gazette/CIHRG/CCRPC 2017 Annual Spring Job Fair Champaign 4-May IDES Hiring Event & Employer Workshop Pittsfield May Triton Veterans Job Fair River Grove 11-May IDES State Employment Workshop Canton 12-May IDES Hiring Event Peoria 12-May SERIDHS Hiring Event Chicago 16-May Spring Rogers Park Job Fair Chicago 17-May IDES State Employment Workshop Belleville 18-May CMS Workshop- North Aurora WorkneCl enter North Aurora 19-May Global Executive Council Job Fair Skokie 23-May South Suburban College Job Fair South Holland 24-May IDES State Employment Workshop Canton June 2017 1-Jun UIC Recent Grad Job Fair Chicago 2-Jun DePaul Just In Time Career Fair Chicago 8-Jun Vietnamese Association of Chicago Chicago 14-Jun M.A.G.I.C Employment Fair Chicago 19-Jun IDES State Employment Workshop Effingham 21-Jun IDES State Employment Workshop Champaign 22-Jun IDES State Employment Workshop Mount Vernon

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

DCFS is in the process of gathering data to assess the particular languages of the Asian language-speaking public we have contact with. We have compiled a list of languages and are discussing the criteria to determine the types of employees needed to meet the needs of the Asian language-speaking public. We are also developing the job title and description for the potential positions. We are also in the process of developing a targeted public relations campaign to recruit Asian Americans.

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.

Activities performed by the Chief of Asian American Affairs:

- July 11, 2016: Met with Asian American Community Based Organization to develop working relationship
- July 20, 2016: Attended CMS Asian American Employment Plan Council meeting
- July 25, 2016: Met with Asian Human Services to develop working relationship
- July 28, 2016: Met with University of Illinois-Chicago to develop a closer working relationship
- July 28, 2016: Attended DCFS Asian American Advisory Council Meeting
- August 22, 2016: Met with Vietnamese Association of Illinois in Du Page County
- August 25, 2016: Met with Chinese Mutual Aid Association to develop a better working relationship
- September 22, 2016: Attended DCFS Asian American Advisory Council Meeting
- September 29, 2016: DCFS training on State employment process at Chinese American Service League
- October 11, 2016: Met with Chinese Art Museum to develop a working relationship
- October 12, 2016: Met with CMS Asian American Employment Plan Advisory Council
- October 27, 2016: Met with DCFS Asian American Advisory Council
- November 30, 2016: Attended DCFS Asian American Advisory Council Meeting
- December 14, 2016: Attended CMS Asian American Employment Plan Advisory Council
- December 21, 2016: Attended DCFS Asian American Advisory Council Meeting
- January 25, 2017: Attended

DCFS Asian American Advisory Council Meeting • February 4, 2017: Attended Vietnamese Lunar New Year Event in the community • March 13, 2017: Attended Job Fair at Korean American Center • March 22, 2017: Attended DCFS Asian American Advisory Council Meeting • March 24, 2017: Met with Chinese Mutual Aid Association for training on State employment • March 24, 2017: Met with Asian American CBO at community event • April 5, 2017: Attended DCFS Asian American Advisory Council Meeting • April 19, 2017: Attended DCFS Asian American Advisory Council Meeting • April 22, 2017: Attended United Chinese American Parenting Conference • April 28, 2017: Hosted DCFS Asian American Advisory Council Institute Day • May 23, 2017: Attended Asian American Heritage Month Celebration at Daley Center • May 23, 2017: Attended State Treasurer's celebration of Asian American Heritage Month • May 19, 2017: Attended Governor's Asian American Heritage Month celebration • May 24, 2017: Attended CMS Asian American Employment Advisory Council Meeting • May 24, 2017: Attended DCFS Asian American Advisory Council Meeting • May 26, 2017: Attended State Comptroller's Asian American Heritage Month celebration • May 30, 2017: Attended Cook County State's Attorney's Asian American Heritage Month celebration • June 8, 2017: Attended job fair at Vietnamese Association of Illinois • June 15, 2017: Attended conference on Asian American Business Leadership • June 22, 2017: Attended DCFS Asian American Advisory Council Meeting • June 28, 2017: Attended Dragon Boat racing event in Chinatown

The Chief of Asian American Affairs also formulates and administers policy and provides advice and guidance to the Director, External Permanency Affairs Liaison, and Affirmative Action Chief on matters involving Asian-American services for clients and agencies; provides leadership and training for further career development for Asian American employees; serves as a resource for agency managers, employees and community-based services in response to Asian American issues; serves as the lead in identifying needs of Asian-American clients and provides administrative input into the development of a resource plan.

Number of Human Resources staff in your agency?

35

How many of those Human Resources staff are minorities?

11

How many new employees were hired during FY 17? 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.

273

Please list the position titles.

Account Technician I, Accountant Advanced, Administrative Assistant I, Child Protection Specialist, Child Welfare Nurse Specialist, Child Welfare Specialist, Children and Family Services Intern, Day Care Licensing Representative II, Human Resources Representative, Information Services Specialist I, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Para-legal Assistant, Public Service Administrator, Reimbursement Officer I, Reproduction Services Technician II, Senior Public service Administrator, Social Service Program Planner IV, Student Worker

How many of those were Asian American?

6

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

1

How many employees were promoted during FY 17?

153

How many Asian Americans were promoted?

6

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 Hiring and Promotional Monitors for all of the categories for accuracy. The Officer also compares the underutilization report to the Monitor to ensure the underutilization numbers are accurate. The Officer also ensures the Employment Decision Form details the selection criteria for that particular hire. Once it is determined the selected candidate was selected in a reasonable manner and the Rutan interview process was followed (most qualified and received the highest interview score), the Officer then certifies the hiring decision by signing off on the Monitor.

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 underutilization 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 17? (Do not include trainees)

6

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

19

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

12

For FY 17, how many Rutan panel interviews were conducted?

174

For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

9

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

250

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

Please list the position titles.

Children and Family Services Intern, Office Associate, Public Service Administrator

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

DCFS participates in the Upward Mobility Program and encourages all of its employees to participate in the 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 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. Additionally, the DCFS Asian American Advisory Council is in the process of developing a curriculum that will help Asian Americans with career ladder enhancement, self-development training for promotion into supervisory and management positions. The Latino Advisory Council currently has an Institute Day to provide training to all employees to develop career enhancement skills.

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

139

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

7

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?

IOHR recommended that we increase efforts to hire more Asian Americans. To that end, we have increased the number of hires among Asian Americans.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

408

How many Rutan panel interviews included a member of a minority group during FY2017?

170

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

4

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

DCFS has made it a priority to have a diversified panel of 3 Rutan certified interviewers for every Rutan interview conducted.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

All Rutan training is provided by the Department of Central Management Services. DCFS fully participates in the Rutan training offered. There is no additional Rutan training offered by DCFS regarding "unconscious bias."

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

DCFS has a limited budget for recruitment activities and we make every attempt to spend those dollars and to be present at events that have the most impact and reach the greatest number minorities.

2018 State Asian American Employment Plan Survey

Agency: Civil Service Commission

Director/Secretary: Daniel Stralka

Submitted: 12/4/2017 10:17:00 AM

Certification: I Agree

Individual Information: Andrew Barris, Assistant Executive Director, 607 East Adams, Suite 801, Springfield, IL, 62704, 217 782 7373, andrew.barris@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, 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
 - 4 Para-Professionals
 - 0 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

4

As of June 30, 2017, 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 with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2017, 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 Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

List employment strategies used in FY 17 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 with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

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.

The Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

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 17? 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 17?

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 with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

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 with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

na

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 with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

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?

The Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

1

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

The Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Civil Service Commission only has four employees with no budgetary ability to increase hiring to reach the requisite number of employees to statistically qualify for under utilization computation.

2018 State Asian American Employment Plan Survey

Agency: Commerce and Economic Opportunity Director/Secretary: Sean McCarthy

Submitted: 12/14/2017 7:58:56 AM

Certification: I Agree

Individual Information: Miguel Calderon, Deputy Director Equal Opportunity Monitoring and Compliance, 500 E. Monroe St. Springfield IL 62701, 217-524-2997, miguel.a.calderon@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

284

As of June 30, 2017, 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.)

EO officer works closely with Human Resources and other management staff to ensure compliance with all legislative mandates.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

21

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Deputy Director Information Management

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.

Participation in the Asian American Employment Advisory council meetings Working closely with Human Resources to discuss underutilization

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

A need for additional bi-lingual Asian American employees has not been identified by the Department. Currently, the Department employs one Asian American in a bilingual capacity.

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

Name: Miguel Calderon

Title: Deputy Director Equal Opportunity Monitoring and Compliance.

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.

Asian-American Employment Plan Advisory Council attendee Working with Human Resources to educate them on underutilization needs and legislative mandates

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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

32

Please list the position titles.

SPSA PSA Option 1, 2, 3 Executive I and II Manpower Planner ICDR I and II Administrative Assistant I ISA

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 17?

10

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 of all Hiring and Promotion Monitors Participates in Rutan Covered Interviews Meets with HR to discuss vacancies and underutilization

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

Every other candidate in order listed.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

15

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

4

For FY 17, 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 17:

56

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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?

N/A

How many Rutan certified interviewers were in your agency as of June 30, 2017?

41

How many Rutan panel interviews included a member of a minority group during FY2017?

1

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Supervisors are encouraged to identify staff they feel would be a good member of an interview panel. Understanding that all efforts should be made to encourage diversity.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Corrections

Director/Secretary: John R. Baldwin

Submitted: 12/22/2017 7:08:12 PM

Certification: I Agree

Individual Information: Fernando Chavarria, EEO/AA Administrator (Chief of Office of Affirmative Action), JRTC-100 W. Randolph, Suite 4-200, Chicago, IL 60601, 312-814-3790, Fernando.Chavarria@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

354	Officials and Managers
1,400	Professionals
278	Technicians
8,539	Protective Service Workers
241	Para-Professionals
281	Office and Clerical
341	Skilled Craft Workers
709	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

12,143

As of June 30, 2017, provide the underutilization for Asian Americans by category:

- 1 Officials and Managers
 - 18 Professionals
 - 0 Technicians
 - 11 Protective Service Workers
 - 1 Para-Professionals
 - 1 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.)

EEO/AA Administrator has met with department heads of Employee Services--Central Screening and Recruitment, Training Academy, Labor Relations and Personnel to develop methods to increase hiring. EEO/AA Administrator reviews recommendation 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 Asian candidates that are sponsored by Vietnamese Association, educational institutions, faith and community based organizations and partnerships with Workforce Innovative Opportunity Act Boards (WIOA/LWIA) statewide. Recruiters are also trained to focus on underutilization in targeted areas.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2017, 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.

Through WIOA partnerships with IDES, statewide recruiters have conducted recruitment workshops in counties located in the Northern, Central and Southern regions. Recruiters also attended various job fairs sponsored by educational institutions, faith and community based organizations such as Catalyst Career Group (various events), St. Christina School, Green Belt Cultural Center, 2016 American Legion Hiring (Springfield), Daily Herald Career Fair, Northern IL University, Wright College, Southern IL University, St. Paul Church of Christ and Moraine Valley College.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The agency continues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to fill 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: 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?

61

How many of those Human Resources staff are minorities?

6

How many new employees were hired during FY 17? 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.

1,230

Please list the position titles.

SPSA, PSA, Accountant, Account Technician, Administrative Assistant, Barber, Business Manager, Carpenter, Chaplain II, Clinical Service Supervisor, Correctional Casework Supervisor, Correctional Counselor I & II, Correctional Officer Trainee, Correctional Officer, Correctional Lieutenant, Correctional Sergeant, Correctional Food Service Supervisor, , Corrections Laundry Manager, Corrections Leisure Activity Specialist, Corrections Locksmith, Corrections Maintenance Craftsman, Corrections Medical Technician, Corrections Nurse II, Corrections Residence Counselor I, Corrections Supply Supervisor, Educator, Executive II & III, Executive Secretary I, Human Resource Associate, Human Resource Representative, Library Associate, Methods & Procedures Advanced, Office Administrator, Office Administrative Specialist, Office Associate, Plumber, Psychologist III, Social Worker II & III, Stationary Engineer Assistant, Stationary Engineer Chief

How many of those were Asian American?

13

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

How many employees were promoted during FY 17?

269

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?

EEO/AA Administrator review both Hiring and Promotion monitors on all hires, promotions or transfers for employees, including trainees and semi-automatic promotions pursuant to the collective bargaining agreement. If required, the EEO/AA Administrator will examine eligibility lists and other pertinent documents, including, but not limited to, Rutan documentation.

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

A request is submitted to CMS for an Open Competitive Eligible List. The agency receives a "blind" eligible list that contains a list of numbers with no personal identifying information about the candidates. Depending on the number of candidates on a list, a pattern is chosen, for example, every one, every other, every third, etc. candidate for the specific vacancy to be interviewed and submitted to CMS.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

236

How many veterans were Asian American?

1

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

4

For FY 17, how many Rutan panel interviews were conducted?

185

For FY 17, 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 17:

947

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

6

Please list the position titles.

Correctional Officer Trainee 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.

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

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

1,719

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

15

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 continues to hire and promote Asian Americans to reach parity in the underutilized EEO job categories.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

384

How many Rutan panel interviews included a member of a minority group during FY2017?

41

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

144

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The agency continues to create the most diverse panel possible for all Rutan panel interviews.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Certified Rutan panel interviewers are provided with Rutan interview instructions and documents regarding the process before they participate. All Rutan certified interviewers are required to re-certify every three years.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

Due to budgetary issues 2017, recruiters continued to make every effort to attend various recruitment events and/or conduct employer workshops to reduce underutilization for Minority groups, Women and People with Disabilities.

2018 State Asian American Employment Plan Survey

Agency: Criminal Justice Information Authority

Director/Secretary: John Maki

Submitted: 12/15/2017 12:51:06 PM

Certification: I Agree

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

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

- 2 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
-

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 25 Officials and Managers
 - 40 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

Since ICJIA is not underutilized and has been successful in maintaining parity in the Asian American EEO category, as well as all other categories, trainings/meetings have not been held.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2017, 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 Administrator and Strategic Policy Advisor

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.

ICJIA has been successful in maintaining parity in the Asian American EEO category, as well as, all other categories.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

ICJIA has not identified a need for bilingual employees because of our 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?

1

How many new employees were hired during FY 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

16

Please list the position titles.

VOCA Attorney, Research Analyst, Internal Auditor, Business Manager, Program Manager, Public Service Administrator, Senior Public Service Administrator, Grant Monitor, Private Secretary 2, Human Resources Professional, Criminal Justice Specialist I, Strategic Policy Advisor

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 17?

5

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 EEO officer also serves as the HR Director. The HR Director oversees all hiring activities. ICJIA is currently at parity in all minority categories.

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 17? (Do not include trainees)

12

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

9

For FY 17, 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 17:

5

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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.

ICJIA supports professional development training opportunities that are available to staff through the Illinois Statewide Clearinghouse and some external resources.

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 there is no underutilization within the agency.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

21

How many Rutan panel interviews included a member of a minority group during FY2017?

5

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

4

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

ICJIA is committed to having more of our Asian-American staff become Rutan certified. Two

ICJIA employees who are Asian-American were promoted to our Executive Staff during FY2017. One has already been Rutan certified and the other is scheduled for Rutan

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

ICJIA does not have an Asian-American employment budget but ICJIA is committed to addressing any underutilizations in any of the EEO categories. ICJIA is currently at parity.

2018 State Asian American Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission Director/Secretary: Dennis O'Brien, Chairperson

Submitted: 12/26/2017 4:22:47 PM

Certification: I Agree

Individual Information: Tonia R. Bogener, Legal Counsel / EEO Officer, 528 S. Fifth Street, Suite 209, Springfield, IL 62701, 217-557-4495, tonia.bogener@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, 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
 - 0 Para-Professionals
 - 1 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

5

As of June 30, 2017, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2017, 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 through CMS and IDHHC's website and notification of vacancies are sent through IDHHC ListServ.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

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. 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 17? 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 Assistant

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 17?

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?

EEO Officer reviews all recommendations for hires, promotions or transfers and completes the Hiring and Promotion Monitors. The EEO Officer is also Rutan certified.

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

3

For FY 17, 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 17:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Program Coordinator, 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 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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

4

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Due to IDHHC limited headcount, all management positions are Rutan certified. When staff vacancies exist, IDHHC is committed to hiring diverse staff.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

None.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

Due to IDHHC limited headcount and budget, no Asian-American employment allocations are made.

2018 State Asian American Employment Plan Survey

Agency: Emergency Management Agency

Director/Secretary: Joseph G.Klinger

Submitted: 12/14/2017 2:30:52 PM

Certification: I Agree

Individual Information: Kevin Moore, Labor Relations Administrator, 1035 Outer Park Dr.,
Springfield 62704, 2177823184, kevin.moore@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

- 0 Officials and Managers
 - 0 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

150

As of June 30, 2017, 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's EEO/AA officer oversees all related activity.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2017, 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 attempts to reach to organizations like IAMG about posted vacancies.

List employment strategies used in FY 17 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 17? 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.

NS Policy Analyst III, NS Radiochemistry Lab Assistant, NS Inspector I, Chief Internal Auditor, NS Policy Analyst I, NS Chief Legal Counsel, NS Administrator II, NS Health Physics Tech I, Staff Development Specialist, Emergency Response Telecommunicator, Student Worker.

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 17?

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?

IEMA has very few opportunities to hire using the open competitive process due to unionization.

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 17? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 17?

1

How many veterans were hired during FY17?

2

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

4

For FY 17, 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 17:

16

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Office Coordinator, Emergency Response Telecommunicator, Executive II, NS Policy Analyst I, NS Health Physicist I, NS Administrator I, NS Supervisor, NS Associate, Executive Secretary I, Accountant Advanced, NS Engineer II, NS Health Physicist II, Administrative Assistant I, NS Chief Legal Counsel, Senior Public Service Administrator, NS Policy Analyst III, Disaster Services Planner.

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

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

34

How many Rutan panel interviews included a member of a minority group during FY2017?

1

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Employment Security

Director/Secretary: Jeffrey D. Mays

Submitted: 12/12/2017 11:20:35 AM

Certification: I Agree

Individual Information: Stanislav Volkhovsky, Executive I, 33 S. State Street, 10th Floor, Chicago, Illinois 60603, 312-793-9290, Stanislav.Volkhovsky@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

13	Officials and Managers
33	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

226	Officials and Managers
833	Professionals
10	Technicians
0	Protective Service Workers
37	Para-Professionals
20	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,127

As of June 30, 2017, 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.)

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

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

17

As of June 30, 2017, 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.

Shared IDES job postings with job seekers in local offices that serve significant Asian American populations. As any other agency under the jurisdiction of the Governor, IDES posts jobs on work.illinois.gov, which automatically links to Illinois Job Link, and we thereby reach a wide range of demographics. Vacancies are posted on the IDES website are also shared with the Asian American Employment Plan Advisory Council. Throughout the year, IDES actively participated in numerous job fairs and recruitment events held by employers, community organizations and elected officials.

List employment strategies used in FY 17 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 and shared with the Director; LEP analysis of our surveys, which include surveying local offices and programs to see if the needs of the community are being met; EEO monitors' assessment of claims and review of the census data. 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.

The agency has an EO Officer who works with all communities regarding recruiting, staffing recommendations and agency policies. IDES is not bound by a consent decree to have a specific Asian American liaison. The EEO office fosters community relations with all minority groups, so that IDES has a diverse workforce, representative of the community, including the Asian American community. The EEO office works with Human Resources to ensure the agency workforce is indicative of the population and is diversified.

Number of Human Resources staff in your agency?

15

How many of those Human Resources staff are minorities?

13

How many new employees were hired during FY 17? 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.

150

Please list the position titles.

Some of the titles include: Senior Public Service Administrators (including options); Public Service Administrators (including options) - MC & union; ES Program Reps (full-time & intermittent); ES Service Reps; UI Revenue Analysts; ES Specialists; Veteran Employment Reps; ES Tax Auditors; Accountants Advanced; Statistical Research Specialist; Telecom System Analyst; Private Secretary; Office Associates; Office Specialists.

How many of those were Asian American?

16

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

11

How many employees were promoted during FY 17?

18

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?

To ensure compliance with the law, EEO office provides underutilization information to Human Resources (HR) and hiring units. EEO issues and reviews all hiring and promotion monitors. HR staff and EEO staff meet periodically to ensure compliance with CMS rules. EO Officer will review selection of candidates before an appointment has been made. IDES incorporated the process within its policy and procedures (P&P 1203) to ensure the underutilization of minorities is considered. Once the hiring process is in motion, the 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.

The 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 17? (Do not include trainees)

13

How many Asian American interns or student workers did you agency hire in FY 17?

3

How many veterans were hired during FY17?

21

How many veterans were Asian American?

2

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

6

For FY 17, how many Rutan panel interviews were conducted?

241

For FY 17, 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 17:

167

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

6

Please list the position titles.

Some of the titles include: Senior Public Service Administrators; ES Field Office Supv.; ES Program Reps; ES Tax Auditors.

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. IDES supports & promotes training conducted by state agency trainers, & encourages staff training at IDHR, IDHS & other state and federal agencies. In June 2017, IDES hired a training manager to facilitate training of IDES employees from onset of employment throughout their career. Employees are made aware of Upward Mobility & tuition reimbursement opportunities. A manual on job bidding is posted on the internal website. HR staff are available to answer questions. Other Paid Leave is granted to employees to attend Illinois Association of Minorities in Gov't. meetings. IDES adheres to the Personnel Code, Rutan & the union contract when filling vacancies.

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 specific recommendations were made to IDES. However, the agency is mindful of its workforce figures, the current underutilization and 2010 census information to ensure and preserve diversity of our workforce.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

118

How many Rutan panel interviews included a member of a minority group during FY2017?

192

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

57

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

All DES employees who are certified to take part in Rutan interviews are equally considered for use in panels as needed. DES encourages all eligible employees to become Rutan certified and take part in the interview process.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

IDES' Human Resources & Training Division notify employees of all available training internally and through other agencies. Cultural and diversity training is made available to all IDES employees by way of sister agencies, such as IDHR and IDHS. Some of

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

IDES does not have an allocated budget for bilingual needs and services, or per race. We pay

for our services, such as bilingual service contracts, and employee salaries, as needed and owed.

2018 State Asian American Employment Plan Survey

Agency: Environmental Protection Agency

Director/Secretary: Alec Messina

Submitted: 12/12/2017 11:16:15 AM

Certification: I Agree

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

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

7	Officials and Managers
34	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

92	Officials and Managers
429	Professionals
39	Technicians
0	Protective Service Workers
31	Para-Professionals
42	Office and Clerical
0	Skilled Craft Workers
4	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

637

As of June 30, 2017, 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.)

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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

13

As of June 30, 2017, 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 did not attend any job fairs in FY 17 because of budget constraints, 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 Engineer and Environmental Protection Specialist. Total underutilization for Asian Americans as of 06/30/17 is 0 in all categories and regions.

List employment strategies used in FY 17 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 did not attend any job fairs in FY 17 due to budget constraints, 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 Engineer and Environmental Protection Specialist. Total underutilization for Asian Americans in all EEO categories in all regions is 0.

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 17? 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, Environmental Protection Engineer, Environmental Protection Specialist, Chemist, Executive II, Accounting & Fiscal Career Trainee, Life Science Career Trainee, Account Technician II, Electronics Technician, Environmental Protection Legal Investigator, Office Assistant, Laboratory Associate, Laboratory Assistant

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 17?

61

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/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 17? (Do not include trainees)

33

How many Asian American interns or student workers did you agency hire in FY 17?

7

How many veterans were hired during FY17?

15

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

5

For FY 17, how many Rutan panel interviews were conducted?

104

For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

12

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

73

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

2

Please list the position titles.

Chemist 2, Environmental Protection Engineer 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.

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

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

8

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

66

How many Rutan panel interviews included a member of a minority group during FY2017?

39

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

65

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The interview panel is comprised of one (or two) supervisors from the area hiring and the Agency's Interview Officer.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

The only training provided to Rutan interviewers is the Rutan certified training and the required refresher course.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Agency budgets for vacancies for all and does not budget by race.

2018 State Asian American Employment Plan Survey

Agency: Executive Ethics Commission

Director/Secretary: Chad Fornoff

Submitted: 12/15/2017 9:47:59 AM

Certification: I Agree

Individual Information: Laura Vaught, Assistant Counsel, 401 South Spring St 518 William Stratton Building Springfield il 62706, 217-622-4313, laura.c.vaught@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

- 0 Officials and Managers
 - 2 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

At the time of each interview, members of the interview panel 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

43

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

2

Please list their position titles.

Project Manager, Procurement Compliance Monitor

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, and statewide and nationwide procurement organizations including IAPPO and NASPO.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The EEC does not deal directly with the general public or have clients who are at a communicative disadvantage in an English-Speaking environment.

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 17? 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.

User Support Specialist Information Technology Systems Specialist SPO Trainee Acting SPO Procurement Compliance Monitor Administrative Assistant Procurement Specialist Office Assistant Procurement Training Specialist Assistant Counsel

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 17?

11

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.

n/a

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

12

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Senior State Purchasing Officer Procurement Compliance Monitor Trainee State Purchasing Officer Procurement Specialist Office Administrator Lead Procurement Compliance Monitor Deputy Executive Director/General Counsel Deputy General Counsel

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?

n/a

How many Rutan certified interviewers were in your agency as of June 30, 2017?

0

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

n/a

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

n/a

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

n/a

2018 State Asian American Employment Plan Survey

Agency: Financial and Professional Regulation Director/Secretary: Bryan A. Schneider

Submitted: 12/14/2017 1:55:55 PM

Certification: I Agree

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

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

106	Officials and Managers
235	Professionals
10	Technicians
0	Protective Service Workers
46	Para-Professionals
21	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

420

As of June 30, 2017, provide the underutilization for Asian Americans by category:

- 0 Officials and Managers
- 7 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 liaison for IDHR who in turn e-mail's them to other agency EEO Officer's to post on their bulletin boards. Job postings are also e-mailed to the South Asian-American Policy and Research Institute; and, the Korean Research and Cultural Center for posting on their employment websites. Asian-American outreach programs were attended at the 49th Ward Job and Resource Fair; and, the Vietnamese State Employment Career Fair.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

12

As of June 30, 2017, 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.

Please see question No. 8. In addition, 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.

List employment strategies used in FY 17 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?

3

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

46

Please list the position titles.

Accountant Advanced; Drug Compliance Investigator; Executive 1; Financial Institutions Examiner Trainee; Health Services Investigator 1; Human Resources Rep; Office Associate; Private Secretary 2; 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 (+/-)?

3

How many employees were promoted during FY 17?

24

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. 8. 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 pattern is underutilized the interviewer will utilize a candidate selection matrix that will include as many candidates that fall into the underutilized category as legally as 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 17? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

5

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

15

For FY 17, 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 17:

62

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

3

Please list the position titles.

Senior Public Service Administrator; Student Worker; and, Technical Advisor 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.

See questions No. 8 and No. 12.

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

9

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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

21

How many Rutan panel interviews included a member of a minority group during FY2017?

1

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

14

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Every effort is made to include minority Rutan certified interviewers on Rutan interviews. The interviewer depends on who is available on the day of the interview.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

There was no specific training on unconscious training.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

There is no employment budget geared towards any specific race or gender.

2018 State Asian American Employment Plan Survey

Agency: Gaming Board

Director/Secretary: Mark Ostrowski

Submitted: 12/12/2017 7:49:01 AM

Certification: I Agree

Individual Information: Sara Bartolomucci, Human Resources Specialist-Acting Human Resource Manager/EEO, 801 S. 7th St, Suite 400 South, Springfield, IL 62703, 217-524-0181, sara.bartolomucci@igb.illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

160

As of June 30, 2017, 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 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2017, 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 participated 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.

List employment strategies used in FY 17 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, as needed.

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

Name: Sara Bartolomucci

Title: Human Resources Specialist - Acting 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.

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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

18

Please list the position titles.

Gaming Shift Supervisor Gaming Special Agent Gaming Senior Special Agent Gaming Unit Supervisor Information Systems Analyst 2 Public Service Administrator, Opt 1 & 8C

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 17?

18

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 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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

2

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

19

For FY 17, 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 17:

16

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Accountant Supervisor Administrative Assistant I Administrative Assistant 2 Executive 2
Gaming Senior Special Agent Gaming Special Agent Office Associate Office Assistant Office
Coordinator Public Service Administrator, Opt 1, 8C

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.

8

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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

How many Rutan panel interviews included a member of a minority group during FY2017?

6

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

13

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Illinois Gaming Board continues to work on obtaining Asian-American Rutan certified interviewers.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

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.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Agency Budgets for total headcount regardless of nationality. The Agency attempts to fill positions with minorities but must adhere to CMS Hiring practices.

2018 State Asian American Employment Plan Survey

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

Submitted: 1/5/2018 4:16:30 PM

Certification: I Agree

Individual Information: Gia Orr, EEO/AA/504 Officer / Chief Results Officer, 160 North LaSalle Street, Suite S-500, Chicago, 60601, 312-793-5900, gia.orr@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

IGAC continues to utilize the same expectations reported years prior. There is an awareness among those responsible for hiring as well as there are reminders of the mandates set forth in this plan.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

9

As of June 30, 2017, 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 agency works with IDHR to ensure we concentrate on hiring practices concerning the underutilization of Asian Americans in Region 1. Any AsA applicants who meet the criteria for an applied title are offered an interview.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Specific working title needs leads program directors to recruitment fairs and the open competitive list should that option become available.

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.

Not Applicable

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 17? 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.

Guardianship Representatives Volunteer Services Coordinator Office Associates Director of Office of State Guardian

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 17?

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?

IGAC rarely has the opportunity to hire from the open competitive list due to contractual lateral hiring expectations. The EEO/AA Officer is required to review and sign off on all hiring monitors before the hiring process is deemed complete.

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 17? (Do not include trainees)

3

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

32

For FY 17, 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 17:

8

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Guardianship Representatives Technical Advisor II Volunteer Services Coordinators

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.

Not Applicable

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?

To date, there have been no recommendations made to the agency.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

11

How many Rutan panel interviews included a member of a minority group during FY2017?

29

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Not Applicable

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

FY17- 75,816.00

2018 State Asian American Employment Plan Survey

Agency: Healthcare and Family Services

Director/Secretary: Felicia F. Norwood

Submitted: 12/11/2017 4:07:29 PM

Certification: I Agree

Individual Information: Derrick L. Davis, Chief EEO/AA Officer, 401 S. Clinton, 1st Floor, Chicago, Illinois 60607, (312) 793-4322, derrick.davis@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,846

As of June 30, 2017, 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 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

39

As of June 30, 2017, 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 17 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?

36

How many of those Human Resources staff are minorities?

11

How many new employees were hired during FY 17? 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.

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?

7

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

6

How many employees were promoted during FY 17?

171

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 EEO Office ensures that we utilize a consistent pattern of selection for each process. The hiring bureaus are regularly updated with underutilization information to focus our emphasis on hard to reach and under-represented candidates.

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

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 on 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 17? (Do not include trainees)

20

How many Asian American interns or student workers did you agency hire in FY 17?

3

How many veterans were hired during FY17?

54

How many veterans were Asian American?

1

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

882

For FY 17, 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 17:

293

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

3

Please list the position titles.

Office Coordinator; Program Integrity Auditor 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.

HFS does not currently have specific promotional programs with career ladder enhancement, self-development training or other methodology to increase the number of Asian Americans in supervisory and management positions.

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

101

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?

N/A

How many Rutan certified interviewers were in your agency as of June 30, 2017?

66

How many Rutan panel interviews included a member of a minority group during FY2017?

70

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

812

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

HFS does not have an Asian American employment budget allocation and did not have one in FY 2017.

2018 State Asian American Employment Plan Survey

Agency: Human Rights Commission

Director/Secretary: N. Keith Chambers

Submitted: 12/11/2017 12:35:17 PM

Certification: I Agree

Individual Information: Dr. Ewa Ewa, Chief Financial Officer/Personnel Director, 100 W Randolph St., Suite 5-100, Chicago IL 60601, 312-814-6269, ewa.ewa@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2017, 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.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your 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 no liaison

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 17? 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 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 17?

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?

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

Based on qualifications and experience.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

8

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

1

For FY 17, 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 17:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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 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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

8

How many Rutan panel interviews included a member of a minority group during FY2017?

1

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Human Rights Department

Director/Secretary: Acting Director Janice Glenn

Submitted: 12/15/2017 12:38:32 PM

Certification: I Agree

Individual Information: Martin Duncan, Assistant to the Deputy Director, 100 W. Randolph St., Ste. 10-100, Chicago, IL 60601, 312-814-6204, martin.duncan@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 on 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2017, 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 diverse 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 17 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 2017, 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, 2017, DHR had one (1) Asian American employee in a Korean bilingual option position to service the needs of its Korean language speaking customers. A Human Rights Investigator Trainee was hired in FY 2017 was subsequently resigned prior to the termination of the FY.

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

Name: Martin Duncan and Abdi Maya

Title: Public Service Administrator (PSA); and PSA, 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 liaisons, 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 agency representative to the Asian American Employment Plan 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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

16

Please list the position titles.

Human Rights Investigator (HRI) Trainee (10); Office Associate (1); PSA (1); and SPSA (4)

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 17?

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?

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 as well as underutilization in the specific EEO category the title may be in. If the Department is underutilized, DHR selects candidates that may be in the underutilized group. However, if there are a large number of names on the list, selection is based on underutilization in conjunction with 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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

7

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

16

For FY 17, 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 17:

19

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

1

Please list the position titles.

Administrative Assistant I (1); HRI Trainees (3); HRI-2 (1); HRI-3 (1); Human Rights Specialist 3 (1); Office Coordinator (1); PSA (6); and SPSA (5)

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your 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 and Deputy 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 one (1) Asian American employee who participates in the Upward Mobility Program.

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.

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?

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 th

How many Rutan certified interviewers were in your agency as of June 30, 2017?

22

How many Rutan panel interviews included a member of a minority group during FY2017?

15

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

1

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

DHR continues to endeavor that Asian American employees receive Rutan certification training.

The Department has 2.1% Asian American employees who are in the "Professionals" EEO category, as such the Department is confident that they will receive Rutan t

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

The Department's Institute for Training and Development provided a class to the entire Department on "Unconscious Bias in the Workplace" and "Self-Awareness and Effective Communication." As such, the Rutan interviewers have taken courses that deal with u

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Department uses general funds and funds allocated to position titles towards Asian American employment.

2018 State Asian American Employment Plan Survey

Agency: Human Services

Director/Secretary: James T. Dimas

Submitted: 12/11/2017 4:20:07 PM

Certification: I Agree

Individual Information: Deborah DiLello, Bureau Chief of Recruitment & Selection, 100 S. Grand Ave. East, Springfield, IL 62762, 217-558-2991, Deb.DiLello@Illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

31	Officials and Managers
443	Professionals
108	Technicians
5	Protective Service Workers
19	Para-Professionals
14	Office and Clerical
0	Skilled Craft Workers
10	Service-Maintenance

As of June 30, 2017, 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
14	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, 2017, provide the number of funded positions within each of the following EEOC categories:

839	Officials and Managers
6,062	Professionals
3,599	Technicians
143	Protective Service Workers
930	Para-Professionals
686	Office and Clerical
0	Skilled Craft Workers
711	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

12,970

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0	Officials and Managers
19	Professionals
95	Technicians
0	Protective Service Workers
0	Para-Professionals
2	Office and Clerical
0	Skilled Craft Workers
5	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 Retention Committee conducts quarterly meetings to discuss strategies for improving the agency's performance in achieving underutilization goals.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

17

As of June 30, 2017, 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.

IDHS' Bureau of Recruitment and Selection (BRS) regularly attends job fairs that are organized by CMS, Elected Officials, Colleges/Universities, Social Organizations and Churches. Some recruitment events this past year were held at the Indo-American Center, Chinese American Service League, Oakton Community College, and the Vietnamese Association. 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 Internet sites such as University Career sites, IDES Career sites, and public recruitment sites such as Indeed.com. Job openings are also 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 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

BRS is a member of the 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.

Recruitment efforts are provided by IDHS' Bureau of Recruitment and Selection.

Number of Human Resources staff in your agency?

101

How many of those Human Resources staff are minorities?

27

How many new employees were hired during FY 17? 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.

1,997

Please list the position titles.

Administrative Assistant I, Accountant Technician I & II, Accountant, Accountant Advanced, Accountant Supervisor, Account Clerk II, Activity Therapist, Behavioral Analyst Associate, Clinical Lap Technician, Clinical Phlebotomist, Clinical Psychologist, Cook I, Dental Hygienist, Disability Claims Adjudicator Trainee, Disability Claims Adjudicator I, Educator, Executive I & II, Executive Secretary I & II, HR Associate, HR Representative, HR Specialist, Human Services Caseworker, Information Services Specialist II, Licensed Practical Nurse I & II, Maintenance Equipment Operator, Medical Administrator II, MH Administrator I, MH Specialist Trainee, Mental Health Technician I-III, Mental Health Technician Trainee, Management Operations Analyst II, Nutritionist, Occupational Therapist, Office Administrator II-III, Office Aide, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Office Specialist, Public Aide Eligibility Assistant, Pharmacy Manager, Pharmacy Technician, Physician Specialist, Physical Therapy Aide III, Private Secretary II, Public Service Administrator, Psychologist II, Rehabilitation Case Coordinator I-II, Rehabilitation Counselor Trainee, Rehabilitation Counselor Senior, Reimbursement Officer I, Residential Care Worker, Residential Care Worker Trainee, Residential Services Supervisor, RN Advanced Practice, Registered Nurse I-II, Security Officer, Social Worker I-II, Social Worker Intern, Senior Public Service Administrator, Social Service Career Trainee, Social Services Program Planner I, Support Service Worker, Security Therapy Aide I, Staff Development Specialist, Staff Pharmacist, Security Therapy Aide Trainee, Storekeeper I-II, Support Services Coordinator I, Switchboard Operator I, Transportation Officer, Vocational

Instructor

How many of those were Asian American?

87

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

-29

How many employees were promoted during FY 17?

498

How many Asian Americans were promoted?

17

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 17? (Do not include trainees)

62

How many Asian American interns or student workers did you agency hire in FY 17?

8

How many veterans were hired during FY17?

81

How many veterans were Asian American?

3

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

3,337

For FY 17, 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 17:

1,413

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

51

Please list the position titles.

Accountant, Human Services Caseworker Manager, Information Systems Analyst I, Information Systems Analyst II, Information Services Specialist I, Licensed Practical Nurse II, Mental Health Technician II, Mental Health Technician III, Mental Health Technician Trainee, Office Assistant, Pharmacy Manager, Physician, Physician Specialist, Public Service Administrator, Rehabilitation Case Coordinator II, Rehabilitation Counselor Trainee, Registered Nurse I, Registered II, Social Worker II, Senior Public Service Administrator, Social Service Career Trainee, Security Therapy Aide I, Security Therapy Aide Trainee, Storekeeper III

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 Retention 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.

940

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

507

How many Rutan panel interviews included a member of a minority group during FY2017?

2,019

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

1,358

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Bureau of Recruitment & Selection interviewers conduct the majority of the Rutan interviews. There is not an Asian American interviewer in BRS. Positions within BRS are filled contractually in compliance with the Union Contract, and selection of a p

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

No unconscious bias training was provided to Rutan interviewers in 2017. Plans are being devised for a comprehensive training module. To expedite the introduction of this concept to BRS staff, all BRS staff have been assigned 3 articles to read by Janua

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

DHS does not have specific ethnic employment budget allocations. BRS recruiters do concentrate on Asian-American recruitment throughout the year.

2018 State Asian American Employment Plan Survey

Agency: Illinois Commerce Commission

Director/Secretary: Cholly Smith

Submitted: 12/15/2017 12:08:49 PM

Certification: I Agree

Individual Information: Steve Matrisch, Deputy Executive Director, 527 East Capitol Ave.,
Springfield, IL 62701, (217) 782-6447, steve.matrisch@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 43 Officials and Managers
 - 142 Professionals
 - 5 Technicians
 - 7 Protective Service Workers
 - 4 Para-Professionals
 - 6 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 ICC's Human Resources Department is small. The staff responsible for hiring, interviewing, and recruiting are the same ones involved in the development of the agency's Asian-American employment goals and plans and in the completion of this survey. Meetings and materials were not required. The EEO reviews and drafts of postings, proposed new interview questions, Candidate Evaluation Forms, Employment Decision Forms, and Hire/Promotion Monitors. The EEO Officer also makes recommendations concerning composition of interview panels.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

12

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

2

Please list their position titles.

General Counsel Special Assistant to the Executive 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.

Prior to posting a position, we discuss our intentions with the staff of the Diversity Enrichment Program. They have been very effective in helping us to disseminate information about our vacancies to various professional organizations with Asian-American membership. We post all vacancies on the ICC and Work Illinois websites. In years where there are more vacancies, we attend minority career fairs at various universities. In years with few vacancies, we still volunteer to work with minority students at mock interviews and resume reviews to maintain positive relationships with career services offices. The ICC We have recently implemented an initiative to seat at least one minority participant on every interview panel we convene and our trying to recruit more Asian professionals to participate in this process.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Need not identified.

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 17? 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.

Chief –Police Consumer Counselor I Director Diversity & Community Affairs Director Executive IV ICC Police Officer JULIE Investigator Media Assistant Office Associate Payroll Officer Pipeline Safety Analyst Trainee Railroad Specialist III Special Assistant to the Executive Director Technical Advisor V Transportation Industry Analyst III Transportation Industry Customer Service Rep II

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 17?

18

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 reviews and drafts of postings, proposed new interview questions, Candidate Evaluation Forms, Employment Decision Forms, and Hire/Promotion Monitors. The EEO Officer also makes recommendations concerning composition of interview panels.

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

Random selection was not used in FY 2017.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

4

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

2

For FY 17, how many Rutan panel interviews were conducted?

55

For FY 17, 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 17:

23

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

1

Please list the position titles.

Executive 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.

The ICC does not have a budget for training. Our employees participate in free training through CMS and other agencies who publicize offerings on the Training Clearinghouse.

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 from any of these entities.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

How many Rutan panel interviews included a member of a minority group during FY2017?

4

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

44

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The ICC routinely offers new Asian-American professionals the opportunity to attend training, but we have a limited number of such professionals at this point in time. We have held more interviews in Chicago and Des Plaines this year, which has allowed fo

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

All such training takes the form of information education from our Human Resources Analyst, who serves on all panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

No specific budget allocation was made in FY 2017 for Asian-American employment.

2018 State Asian American Employment Plan Survey

Agency: Innovation and Technology

Director/Secretary: Kirk Lonbom

Submitted: 12/11/2017 2:34:32 PM

Certification: I Agree

Individual Information: Vickie Simpson, EEO/AA Officer, 120 W. Jefferson St., Springfield, IL 62702, 217-524-7069, vickie.simpson@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

5	Officials and Managers
16	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

487

As of June 30, 2017, 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.)

DoIT was newly created in 2016 and transformation is ongoing. CMS provided agency support for HR functions during this transition.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

Cluster CIO

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.

DoIT was a newly established agency in FY 17 operating in accordance with interagency agreements. Legacy agency employee transfers accounted for the majority of DoIT employees in FY 17. CMS provided agency support for HR functions during this transition.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

DoIT was newly created in 2016 and transformation is ongoing. DoIT does not provide services to the public, we support and work with state agencies. However, we do have a contract with Propio in the event a state employee requires language translation.

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?

6

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 17? 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.

487

Please list the position titles.

Information Systems Analyst, Information Systems Specialist, Administrative Assistant, Communication Systems Specialist, Data Processing Specialist, Data Processing Administrative Specialist, End-User Computer Services Specialist, Storekeeper I, Human Resources Representative, Human Resources Director, Methods Procedures Advisor, Finance Lead, Appropriations Manager, Membership Supervisor, Compliance Manager, Administrative Safeguards Manager, Information Technology Strategic Sourcing Manager, Office Coordinator, Legislative Liaison, Chief of Staff, EEO/AA Officer, General Counsel, Deputy General Counsel, Public Information Officer, Cluster CIO, Chief Technology Officer, Labor Relations Administrator, Chief Internal Auditor, Chief Fiscal Officer, LAN Support Manager, Functional Expert - Grants Management, Mainframe Manager, and Chief Administrative Manager

How many of those were Asian American?

22

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

22

How many employees were promoted during FY 17?

6

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?

DoIT was a newly established agency in FY 17 operating in accordance with interagency agreements. Legacy agency employee transfers accounted for the majority of DoIT employees in FY 17. No areas of underutilization were identified in FY 17. DoIT's EEO Officer was hired on May 16, 2017. Fred Stewart, CMS was the acting EEO Officer during the infancy stages of DoIT.

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

No random selection used with the open competitive process.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

2

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

11

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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.

DoIT participates in the Upward Mobility Program and encourages all employees to seek training opportunities. DoIT supports relevant training for individual growth/performance enhancement in order to increase the number of Asian American supervisors and managers within the agency.

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

13

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?

N/A

How many Rutan certified interviewers were in your agency as of June 30, 2017?

103

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

DoIT was a newly established agency in FY 17 operating in accordance with interagency agreements. Legacy agency employee transfers accounted for the majority of DoIT employees in FY 17.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Unconscious bias training is provided during the Rutan training.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

0

2018 State Asian American Employment Plan Survey

Agency: Insurance

Director/Secretary: Jennifer Hammer

Submitted: 12/15/2017 4:16:48 PM

Certification: I Agree

Individual Information: Anne Marie Skallerup, Deputy General Counsel, 122 S Michigan Ave, 19th Fl, 312.814.5410, annemarie.skallerup@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

2	Officials and Managers
7	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

78	Officials and Managers
86	Professionals
47	Technicians
0	Protective Service Workers
7	Para-Professionals
12	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 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.

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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2017, 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 recognizes the advantages of a diverse workforce and aims to employ individuals from different backgrounds. These goals are discussed in both senior staff meeting and HR meeting. Additionally, as part of the hiring process, the EEO is required to complete a monitor form which addresses the Agency's compliance with hiring mandates.

List employment strategies used in FY 17 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?

6

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

Insurance Analyst II & III Public Service Administrator Human Resource Representative Human Resource Specialist Accountant Advanced Information System Analyst Insurance Company Field Staff Examiner Workers Compensation Insurance Compliance Investigator Account Technician I Senior Public Service Administrator Office Associate Office Coordinator Accountant Private Secretary II

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 17?

30

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 monitors as candidates are selected.

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 17? (Do not include trainees)

4

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

3

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

42

For FY 17, 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 17:

44

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

2

Please list the position titles.

2 - Accountant Advanced

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.

Retention of skilled employees is fundamental to the success of the Agency. Staff is generally allowed to take state-sponsored courses and quality, free programs in their local community to increase 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?

N/A

How many Rutan certified interviewers were in your agency as of June 30, 2017?

58

How many Rutan panel interviews included a member of a minority group during FY2017?

42

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

35

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Department selects Rutan certified interview panelist based upon familiarity with the positions and availability. The Department is reviewing its panelist selection processes to ensure the panels are inclusive.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

The Department did not administer unconscious bias training in FY2017, but is exploring training options for FY2018.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Investment Board

Director/Secretary: William Atwood

Submitted: 12/29/2017 10:15:15 AM

Certification: I Agree

Individual Information: David Zaloga, Director of Operations, Accounting and Audit, 180 N. LaSalle Suite 2015 Chicago, IL 60601, 312-793-5714, david.zaloga@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 ISBI Diversity Plan was developed and communicated to all hiring managers. This plan was discussed in several meetings

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2017, 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 - no positions filled in FY 2017

List employment strategies used in FY 17 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 17? 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 no new hires in FY 2017

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 17?

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 EEO Officer participates in all hiring decisions

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

1

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

1

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/a

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Juvenile Justice

Director/Secretary: Heidi Mueller

Submitted: 12/15/2017 3:57:33 PM

Certification: I Agree

Individual Information: James M Crowley, Administrator, EEO/AA Officer, 2715 West Monroe,
2175571030, jim.crowley@doc.illinois.gov

As of June 30, 2017, 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
1	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

52	Officials and Managers
680	Professionals
13	Technicians
0	Protective Service Workers
18	Para-Professionals
15	Office and Clerical
25	Skilled Craft Workers
39	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

842

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0 Officials and Managers
32 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; hiring and promotion monitors are reviewed to see that underutilization is being addressed in each region.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

14

As of June 30, 2017, 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 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 underutilized regions, recruitment focus is directed to target Asian American candidates.

List employment strategies used in FY 17 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 hire, promotion and transfer through the monitor process before filling a position. During FY-17, recruiters participated in job fairs and recruitment activities sponsored by educational institutions and governmental entities that target Asian Americans. The agency 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 - James M Crowley

Title: Acting Chief, EEO/AA - Administrator, 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.

Recruiters participated in job fairs, informational sessions and workshops sponsored by community and educational institutions that focus on the Asian American Community, including the Chinese American Service League in Chicago.

Number of Human Resources staff in your agency?

6

How many of those Human Resources staff are minorities?

2

How many new employees were hired during FY 17? 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.

199

Please list the position titles.

JJS Intern, JJS Supervisor, Educator, SPSA, PSA.

How many of those were Asian American?

5

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

0

How many employees were promoted during FY 17?

24

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 and signs off on all hires, promotions and transfers through the monitor process before any position is filled.

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 of candidates is utilized a pattern is established by "Shared Services." Example: Inviting every other person on the list to participate in the interview process.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

20

For FY 17, 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 17:

252

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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 the negotiated contractual language, "Filling of Vacancies." Also; the upward mobility program is available and encouraged within the agency for career advancement.

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

79

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?

That the Agency continue to hire and promote Asian Americans in order to reach parity in the underutilized categories.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

112

How many Rutan panel interviews included a member of a minority group during FY2017?

11

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

9

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The agency continues to create the most diverse panel possible for all Rutan panel interviews.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Certified Rutan panel interviewers are provided with Rutan interview instructions and documents regarding the process before they participate. All Rutan certified interviewers are required to re-certify every three years.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

Budget allocations for employment/personnel are included in IDJJ's overall budget.

2018 State Asian American Employment Plan Survey

Agency: Labor Department

Director/Secretary: Joseph Beyer

Submitted: 12/14/2017 2:58:48 PM

Certification: I Agree

Individual Information: Ann Pufundt, Human Resources Director, 900 S Spring, Springfield IL 62704, 217 557 0819, ann.pufundt@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 18 Officials and Managers
 - 35 Professionals
 - 14 Technicians
 - 0 Protective Service Workers
 - 10 Para-Professionals
 - 7 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 hiring is continually monitored by the EEO/AA Officer and Human Resources Staff in efforts to meet/maintain parity.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

12

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

spsa

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.

Management continually analyzes information through case management tracking and daily office activities to monitor bilingual needs.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The agency was at parity for Asian American employees for FY17.

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 17? 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.

Human Resources Associate 3 - ISA 3 SPSA Wage Claims Specialist
Acct Tech II 2 Office Associate 2 Public Safety Inspector 3 Industrial
Services Hygienist PSA

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 17?

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?

Completion of Hiring 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.

na

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

2

For FY 17, how many Rutan panel interviews were conducted?

7

For FY 17, 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 17:

17

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

2

Please list the position titles.

SPSA and Public Safety Inspector

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 can participate in the Upward Mobility Program and the Minorities in Government conferences

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?

na

How many Rutan certified interviewers were in your agency as of June 30, 2017?

12

How many Rutan panel interviews included a member of a minority group during FY2017?

4

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

3

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Asian Rutan certified interviewer were on 43% of the interviews conducted at DOL

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

na

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

DOL has no Asian-American employment budget allocation

2018 State Asian American Employment Plan Survey

Agency: Labor Relations Board

Director/Secretary: Kimberly F. Stevens

Submitted: 12/1/2017 4:14:49 PM

Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S-400, Chicago 60601, 312 793 6426, carla.stone@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 2 Officials and Managers
 - 12 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

All ILRB administrative staff responsible for the hiring process understand the importance of adhering to the Asian American Employment Plan.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

1

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

1

Please list their position titles.

SPSA PSA opt 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.

ILRB completes the EEO/AA Plan and is reviewed by senior staff. After approval, senior staff is notified of any of the underutilized categories if any. Quarterly reports are submitted to the Department of Human Rights.

List employment strategies used in FY 17 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?

1

How many new employees were hired during FY 17? 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.

SPSA

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 17?

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?

ILRB completes the EEO/AA Plan is reviewed by senior staff. After approval, senior staff is notified of any underutilized categories/positions if any. ILRB is not underutilized in any category. Quarterly reports are also submitted to the Department of Human Rights.

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

N/A

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

1

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

1

For FY 17, 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 17:

2

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

SPSA Technical Advisor 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.

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?

How many Rutan certified interviewers were in your agency as of June 30, 2017?

5

How many Rutan panel interviews included a member of a minority group during FY2017?

4

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

4

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Asian-American employee was Rutan certified when she transferred to the ILRB.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Labor Relations Board - Educational

Director/Secretary: Victor Blackwell

Submitted: 12/14/2017 4:18:23 PM

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, 2017, 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, 2017, 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, 2017, 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

10

As of June 30, 2017, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

As of June 30, 2017, 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 State employment public website and law school recruitment sites.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

N/A At the current time there is not a need for a bilingual/Asian American 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 17? 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.

Technical Advisor II, 8L Senior Public Service Administrator, 8L Public Service Administrator, 8L Public Service Administrator, Opt. 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 17?

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?

No underutilization due to the size of the Agency.

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

1

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

1

For FY 17, 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 17:

2

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Technical Advisor II Administrative Assistant 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?

No recommendations made.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

3

How many Rutan panel interviews included a member of a minority group during FY2017?

1

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Law Enforcement Training and Standards Director/Secretary: Brent Fischer

Submitted: 12/6/2017 10:31:12 AM

Certification: I Agree

Individual Information: Anthony Raffety, HR Manager , 4500 South Sixth Street Road, Springfield, IL 62703, 2177855912, anthony.raffety@illinois.gov

As of June 30, 2017, 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, 2017, 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
 - 1 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide the number of funded positions within each of the following EEOC categories:

- 7 Officials and Managers
 - 17 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 conducts an ongoing assessment of underutilization. The Board has no underutilized categories.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

4

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

0

Please list their position titles.

SPSA SPSA PSA 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.

NA

List employment strategies used in FY 17 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 17? 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.

SPSA 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 17?

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 Board conducts an ongoing assessment of underutilization. The Board has no underutilized categories.

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 17? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

1

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

4

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

NA

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

NA

2018 State Asian American Employment Plan Survey

Agency: Lottery

Director/Secretary: Gregory Smith

Submitted: 12/14/2017 1:55:21 PM

Certification: I Agree

Individual Information: Peter Romano, HR/Labor Relations Manager, EEO Officer, 101 West Jefferson, WIB, Springfield IL 62702, 217-524-5252, peter.romano@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 19 Officials and Managers
 - 75 Professionals
 - 16 Technicians
 - 0 Protective Service Workers
 - 27 Para-Professionals
 - 12 Office and Clerical
 - 0 Skilled Craft Workers
 - 2 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 staff are "Rutan" certified and are mandated to follow applicable Illinois Personnel Rules and Regulations and adhere to the applicable collective bargaining agreements. The Lottery's underutilization numbers are provided to HR staff. The Affirmative Action Plan is also posted to the agency's internal website.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2017, 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 Lottery interview and selection staff are "Rutan" certified and are mandated to follow applicable Illinois Personnel Rules and Regulations and adhere to the applicable collective bargaining agreements. The Lottery's underutilization numbers are provided to the interview and selection staff and invites underutilized minority candidates from open competitive lists to interviews. The Affirmative Action Plan is also posted to the agency's internal website.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Lottery interview and selection staff are "Rutan" certified and are mandated to follow applicable Illinois Personnel Rules and Regulations and adhere to the applicable collective bargaining agreements. The Lottery's underutilization numbers are provided to HR staff. The Affirmative Action Plan is also posted to the agency's internal website.

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 17? 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.

Lottery Regional Coordinator, Lottery Sales Representative, Data Processing Technician, Office Associate, Office Administrator IV

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 17?

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?

The Lottery follows the prescribed recruitment and hiring procedures that are outlined in the State of Illinois Interview and Selection Criteria, Transactions Technical Manual and applicable collective bargaining agreements. Vacant positions are advertised on Central Management Services employment website. The Lottery EEO Officer shares underutilization with HR staff and reviews/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.

HR staff occasionally 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. The Lottery also interviews as many minorities as possible where there is underutilization from open competitive lists.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

3

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

86

For FY 17, 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 17:

27

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Senior Public Service Administrator, Office Administrator IV, Office Associate, Lottery Regional Coordinator, Lottery Sales Representative, Data Processing Technician, Accountant, Accountant Supervisor, Administrative Assistant 2, Chief Internal Auditor, Information Systems Analyst 2, Private Secretary 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.

The Lottery allows employees to utilize the CMS training clearing house to attend to job related courses. The AFSCME Upward Mobility Program (UMP) may also be utilized by employees, this provision in the collective bargaining agreement provides employees time off to take classes for credential and certification titles and provides candidates a priority when filling vacancies.

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

14

How many Rutan panel interviews included a member of a minority group during FY2017?

10

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

11

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Lottery interview and selection team consists of the an HR Representative and a "Rutan" certified supervisor over the position/vacancy.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

All training regarding interview and selection is provided by CMS in Rutan training and Rutan recertification training.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Medical District Commission

Director/Secretary: Suzet McKinney, DrPH, MP

Submitted: 12/14/2017 3:56:56 PM

Certification: I Agree

Individual Information: Kesner Bienvenu, Chief Legal Counsel, 2100 W. Harrison, 3127385800,
kbienvenu@medicaldistrict.org

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

NA

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2017, 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 17 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?

0

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

Health & Science Program Manager Senior Accountant

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 17?

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?

NA

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

2

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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?

NA

How many Rutan certified interviewers were in your agency as of June 30, 2017?

0

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

NA

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

2018 State Asian American Employment Plan Survey

Agency: Military Affairs

Director/Secretary: Richard J. Hayes, Jr.

Submitted: 12/14/2017 9:48:22 AM

Certification: I Agree

Individual Information: Kathleen E. Silveus, Military Administrative Assistant, 1301 N MacArthur Blvd, Springfield, IL 62702, 217-761-3869, kathleen.e.silveus.nfg@mail.mil

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 6 Officials and Managers
 - 49 Professionals
 - 11 Technicians
 - 37 Protective Service Workers
 - 3 Para-Professionals
 - 5 Office and Clerical
 - 9 Skilled Craft Workers
 - 93 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

No meeting or materials were scheduled or provided because this is a small agency that follows RUTAN hiring procedures regardless of ethnicity. No recruitment staff.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2017, 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.

We are a small agency and unable to fund or recruit specific EEOC categories.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Concentration on hiring the most qualified employees based on the RUTAN hiring process takes precedence over EEOC categories.

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?

5

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

27

Please list the position titles.

Bldg/Grds Laborer, Bldg/Grds Maint Wkr, Military Administrative Assistant I, Military Administrative Specialist, Military Anti-Terror Program Coordinator, Military Cooperative Agreement Specialist, Military Crash Fire Rescue I, Military Crash Fire Rescue II, Military Engineer Technician, Military Environmental Specialist, Military Maintenance Engineer, Military Museum Director, Procurement Representative, Public Service Administrator, Steamfitter

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 17?

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?

Concentration on hiring the most qualified employees based on the RUTAN hiring process takes precedence over EEOC categories.

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

If there are numerous candidates available, the normal procedure is to break down by every other, one of four, etc, based on the number in order to get a reasonable interview population.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

25

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

32

For FY 17, 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 17:

50

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Accountant Advanced, Bldg/Grds Laborer, Bldg/Grds Maint Wkr, Microfilm Operator II, Military Administrative Assistant I, Military Administrative Specialist, Military Crash Fire Rescue I, Military Crash Fire Rescue II, Military Engineering Technician, Military Environmental Specialist III, Military Maintenance Engineer, Military Security Police I, Procurement Representative, Public Service Administrator, Senior Public Service Administrator

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 development programs for any EEOC category.

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

55

How many Rutan panel interviews included a member of a minority group during FY2017?

5

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

No special efforts.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

None.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

None.

2018 State Asian American Employment Plan Survey

Agency: Natural Resources

Director/Secretary: Wayne A. Rosenthal

Submitted: 12/21/2017 2:25:22 PM

Certification: I Agree

Individual Information: Franklin Johnson, EEO/AA Director, One Natural Resource Way
Springfield, IL 62702, (217) 782-2662, jay.johnson2@illinois.gov

As of June 30, 2017, 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
1	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

209	Officials and Managers
367	Professionals
45	Technicians
96	Protective Service Workers
80	Para-Professionals
41	Office and Clerical
6	Skilled Craft Workers
191	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,030

As of June 30, 2017, 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.)

DNR executive staff and human resources professionals have been made aware of the Asian American Employment Plan are briefed on underutilization on a monthly basis. Additionally, the IDNR is committed to recruitment and networking activities conducive to identifying, hiring and promoting qualified Asian Americans.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2017, 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.

DNR executive staff and human resources professionals have been made aware of the Ai Asian American Employment Plan are briefed on underutilization on a monthly basis. Additionally, the IDNR is committed to recruitment and networking activities conducive to identifying, hiring and promoting qualified Asian Americans.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Office of Compliance, EEO and Ethics works closely with the Division of Human Resources to identify and establish the needs of additional Asian language-speaking bilingual employees in the relevant EEOC categories.

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?

12

How many of those Human Resources staff are minorities?

11

How many new employees were hired during FY 17? 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.

140

Please list the position titles.

23.Account Technician 2, Accountant, Administrative Assistant 1, Administrative Assistant 2, Automotive Attendant 2, Civil Engineer Trainee, Conservation Grant Administrator 1, Conservation Grant Administrator 2, Conservation Police Officer 1, Conservation Police Officer 2, Conservation Police Officer Trainee, Conservation Police Sergeant, Curator 3, Environmental Protection Geologist, Environmental Protection Legal Investigator 1, Executive 1, Executive 2, Intermittent Laborer (Maintenance), Land Acquisition Agent 3, Lock & Dam Tender, Natural Resources Specialist, Natural Resources Advanced Specialist, Natural Resources Grant Coordinator, Natural Resources Manager 1, Natural Resources Manager 2, Natural Resources Site Manager 1, Natural Resources Site Manager 2, Natural Resources Technician 1, Natural Resources Technician 2, Office Administrator 4, Office Associate, Office Assistant, Office Coordinator, Public Service Administrator, Ranger, Resource Planner 1, Senior Public Service Administrator, Site Assistant Superintendent 1, Site Superintendent 2, Site Security Officer, Site Technician 2, Site Superintendent 2, Site Superintendent 3, Waterways Construction Supervisor

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 17?

23

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?

Attend numerous job fairs, and events targeting Asian Americans. DNR executive staff and human resources professionals have been made aware of the Asian American Employment Plan are briefed on underutilization on a monthly basis.

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

If there are more than 10 candidates on a numbered open competitive blind list, DNR uses an Excel program to randomly generate a list of numbers (based on the number of candidates on the list). The top numbers on this list will be used to request the open competitive list with names.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

9

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

20

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

140

For FY 17, 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 17:

168

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

19.Account Technician 1, Account Technician 2, Accountant, Accountant Advanced, Administrative Assistant 1, Administrative Assistant 2, Automotive Attendant 2, Civil Engineer 1, Civil Engineer 2, Civil Engineer 4, Conservation Grant Administrator 1, Conservation Police Officer 1, Conservation Police Officer 2, Conservation Police Officer Trainee, Conservation Police Sergeant, Environmental Protection Engineer 3, Environmental Protection Legal Investigator 1, Executive 1, Executive 2, Executive Secretary 1, Executive Secretary 3, Geographic Information Specialist 2, Guard 1, Intermittent Laborer (Maintenance), Natural Resources Specialist, Natural Resources Advanced Specialist, Natural Resources Grant Coordinator, Natural Resources Manager 1, Natural Resources Manager 2, Natural Resources Site Manager 1, Natural Resources Site Manager 2, Natural Resources Technician 2, Office Administrator 4, Office Associate, Office Coordinator, Office Specialist, Private Secretary 2, Public Service Administrator, Ranger, Resource Planner 3, Senior Public Service Administrator, Site Assistant Superintendent 1, Site Superintendent 2, Site Security Officer, Site Technician 2, Site Superintendent 1, Site Superintendent 2, Site Superintendent 3, State Mine Inspector, Technical Advisor 2, Volunteer Services Coordinator 2, Waterways Construction Supervisor, Well Inspector, Curator 1, Curator 2 Museum Technician 1, Museum Technician 2.

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

The State of Illinois Upward Mobility Program is a career mobility program designed to give state employees an opportunity to advance to more challenging, higher paying positions. It is a joint venture between CMS and AFSCME. Employees receive individual counseling to inform them of the career opportunities available and to guide them in developing their career plans.

Participants take proficiency exams and/or complete required education and training programs designed to provide the skills and knowledge needed for advancement. Employees can work toward advancement in five major career paths: Data Processing, Office Services, Accounting, Human Services and Medical. Additionally, all employees have training opportunities through the Statewide Training Clearinghouse. Classes include computer skills (Word, Excel, Access and Outlook), management skills, grammar and writing, and other work related topics.

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?

How many Rutan certified interviewers were in your agency as of June 30, 2017?

140

How many Rutan panel interviews included a member of a minority group during FY2017?

78

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

79

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

DNR Director encourages the Executive Staff to use all rutan certified employees for the interview process.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

None to date.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

None to date.

2018 State Asian American Employment Plan Survey

Agency: Office of Executive Inspector General

Director/Secretary: Margaret A Hickey

Submitted: 12/15/2017 10:31:44 AM

Certification: I Agree

Individual Information: David Morrison, Director of Ethics Training & Compliance / EEOO, 69 West Washington Street, Suite 3400, Chicago 60602, 312-814-1932, David.Morrison@Illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

- 0 Officials and Managers
 - 0 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

As a non-Code agency, the OEIG is not covered by rules that direct most State hiring. Our staff attends hiring fairs throughout the year and we distribute job postings to schools in order to ensure a diverse pool of applicants.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2017, 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.

As a non-Code agency, the OEIG is not covered by rules that direct most State hiring. Our staff attends hiring fairs throughout the year and we distribute job postings to schools in order to ensure a diverse pool of applicants.

List employment strategies used in FY 17 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?

2

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 17? 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.

12

Please list the position titles.

Assistant Inspector General Attorney Investigator Analyst IT Desktop Support Technician
Supervising Investigator Supervising Analyst

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 17?

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?

The OEIG is a non-Code agency and does not engage in the typical open competitive hiring process used at Code-covered agencies. Nonetheless, we are proud that our staff exceeds targets for most classifications identified by DHR and is by some measures more diverse than the staff of typical Code-covered agencies (4.35% of our employees are of Asian descent, compared with 2.7% at Code-covered agencies). We follow many of the steps outlined in the Minority Employment Plans in order to redress our occasional underutilizations, including: * periodic review of our staffing levels against hiring targets to establish goals, * reviewing each new hire and promotion against our goals, * sending staff to job fairs around our offices, and * sharing job postings directly with community groups and colleges and universities to broaden the pool of applicants.

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 17? (Do not include trainees)

5

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

12

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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.

As a non-Code agency, the OEIG is not covered by rules that direct most State promotions All workforce and professional development opportunities are extended to all employees based on their job category.

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

0

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

NA

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

NA

2018 State Asian American Employment Plan Survey

Agency: Pollution Control Board

Director/Secretary: Chairman Katie Papadimitriou

Submitted: 12/15/2017 10:12:45 AM

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, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 17 Officials and Managers
 - 6 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

6

As of June 30, 2017, 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 17 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 17? 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.

Public Service Administrator, 8L Administrative Assistant II Information Systems Analyst II
Senior Public Service Administrator, 8L

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 17?

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?

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

4

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Private Secretary I - Position title eliminated Executive Director - Position no longer funded
Administrative Assistant II - Retired Public Service Administrator, Opt 4

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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

2

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Board strives to have a balance of minorities certified for Rutan interviews when the opportunity is feasible.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

All Rutan interviewers go through CMS Rutan training certification program prior to participating as an interviewer.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Board does not allocate budgetary funds to this level.

2018 State Asian American Employment Plan Survey

Agency: Prisoner Review Board

Director/Secretary: Craig Findley

Submitted: 12/7/2017 10:56:26 AM

Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer, 319 E. Madison, Suite A, Springfield, IL 62701, 217-782-7273, Nichole.Damhoff@Illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 provided by CMS

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

3

As of June 30, 2017, 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 17 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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

5

Please list the position titles.

Office Assistant Office Associate Office Administrator III Office Administrator III PSA, 8L

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 17?

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?

Review EEO reports and 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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

4

For FY 17, 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 17:

4

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Office Assistant Office Assistant Office Administrator IV PSA, 8L

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

3

How many Rutan panel interviews included a member of a minority group during FY2017?

4

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

n/a

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

n/a

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

n/a

2018 State Asian American Employment Plan Survey

Agency: Procurement Policy Board

Director/Secretary: Matt von Behren

Submitted: 12/14/2017 1:22:07 PM

Certification: I Agree

Individual Information: Matt von Behren, Executive Director, 222 South College, Suite 231
Springfield, IL 62704, 217-785-3988, matthew.vonbehren@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

4

As of June 30, 2017, 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.)

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

0

As of June 30, 2017, 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.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your 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: 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 17? 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 17?

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?

NA

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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 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?

How many Rutan certified interviewers were in your agency as of June 30, 2017?

0

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

NA

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

No budget allocations

2018 State Asian American Employment Plan Survey

Agency: Property Tax Appeal Board

Director/Secretary: Louis G. Apostol

Submitted: 12/6/2017 11:43:15 AM

Certification: I Agree

Individual Information: Becky Hesse, Acting Fiscal Officer/HR, 402 Stratton Office Building,
Springfield, IL 62706, 217-557-0122, becky.hesse@illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

30

As of June 30, 2017, 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

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2017, 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 17 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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

5

Please list the position titles.

Office Assistant Office Associate Office Coordinator Administrative Assistant 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 17?

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?

N/A

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

The Property Tax Appeal Board (PTAB) selects all minorities as part of its random selection.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

1

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

5

For FY 17, 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 17:

8

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

1

Please list the position titles.

Office Associate

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

8

How many Rutan panel interviews included a member of a minority group during FY2017?

5

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

1

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Public Health

Director/Secretary: Nirav D. Shah, MD, JD

Submitted: 12/15/2017 1:26:40 PM

Certification: I Agree

Individual Information: Robin A. Tucker, EEO/AA Officer, 69 W. Washington Street, Suite 3500, Chicago, IL 60602, (312) 814-1041, robin.tucker@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

25	Officials and Managers
56	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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

322	Officials and Managers
611	Professionals
13	Technicians
0	Protective Service Workers
42	Para-Professionals
77	Office and Clerical
9	Skilled Craft Workers
8	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,082

As of June 30, 2017, 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, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

26

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

4

Please list their position titles.

Senior Public Service Administrators

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 13 Asian American students being hosted in FY17.

List employment strategies used in FY 17 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 does not have a designated Asian American liaison, however, recruitment is handled by the EEO/AA Officer and Community Public Health Outreach Manager 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 17? 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.

137

Please list the position titles.

Medical Administrator IV Public Service Administrator Senior Public Service Administrator Accountant Administrative Assistant I, II Chemist I, II, III Clinical Laboratory Technologist Trainee Environmental Health Specialist I Executive I Executive I, SS Health Facilities Surveillance Nurse Health Facilities Surveyor I Information Services Specialist II Laboratory Research Scientist Life Sciences Career Trainee Management Systems Specialist Methods & Procedures Career Associate I Oral Health Consultant Public Health Educator Public Health Educator Associate Public Health Program Specialist I Statistical Research Specialist I Vital Records Quality Control Inspector Office Coordinator Office Assistant Office Assistant, SS Office Associate Office Associate, SS Plumbing Inspector Storekeeper I

How many of those were Asian American?

9

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

2

How many employees were promoted during FY 17?

110

How many Asian Americans were promoted?

9

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 17? (Do not include trainees)

60

How many Asian American interns or student workers did you agency hire in FY 17?

13

How many veterans were hired during FY17?

14

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

13

For FY 17, how many Rutan panel interviews were conducted?

145

For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

14

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

143

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

6

Please list the position titles.

Senior Public Service Administrator Public Service Administrator Health Facilities Surveillance Nurse Chemist 3 Clinical Lab Technician 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.

Training opportunities are available to staff via the TRAIN Illinois learning system; additional job related trainings are posted on the agency intranet. Interested bargaining unit employees may enroll in the Upward Mobility Program when funding is available.

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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

220

How many Rutan panel interviews included a member of a minority group during FY2017?

66

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

79

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

To increase racial, ethnic and geographic diversity amongst our Rutan interviewers the EEO/AA Officer and Community Public Health Outreach Manager periodically review the Agency List of certified Rutan interviewers, assess the need for additional interview

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

An 80 minute, live webinar was offered to all employees on the subject of unconscious bias. The interactive webinar entitled, "How our Unconscious Minds Lead Us Astray," was recorded and remains accessible to all employees through the agency's intranet.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

No specific funds were allocated.

2018 State Asian American Employment Plan Survey

Agency: Racing Board

Director/Secretary: Domenic DiCera

Submitted: 12/14/2017 10:25:59 AM

Certification: I Agree

Individual Information: Tiffany Ward, Executive Assistant, 100 W. Randolph St., 5-700 Chicago, IL. 60601 , 312-814-4315, Tiffany.Strong@Illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, 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
 - 8 Office and Clerical
 - 16 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 FY17 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

7

As of June 30, 2017, 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 17 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?

1

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

GAAP Coordinator, License Clerk, State Steward, Horse Identifier.

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 17?

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?

In FY17 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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

1

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

21

For FY 17, 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 17:

9

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

State Steward, License Clerk, Chief Steward, Chief Vet Technician, Executive Assistant, Vet Technician, Security Coordinator, and Horse Identifier.

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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

3

How many Rutan panel interviews included a member of a minority group during FY2017?

7

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

14

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Revenue

Director/Secretary: Connie Beard

Submitted: 12/15/2017 11:04:11 AM

Certification: I Agree

Individual Information: John Nelson, EEO/AA Officer, 101 West Jefferson St, 2175249210,
john.r.nelson@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

227	Officials and Managers
728	Professionals
127	Technicians
12	Protective Service Workers
154	Para-Professionals
103	Office and Clerical
6	Skilled Craft Workers
5	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,562

As of June 30, 2017, 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. Staff regularly attend and contribute to the discussions in the Asian American Employment Plan meetings.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

218

As of June 30, 2017, 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. HR along with Communications maintain FACEBOOK, Twitter, LinkedIn, and Youtube accounts 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 74 recruitment events for FY2017.

List employment strategies used in FY 17 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 telephone bilingual use tracking software, client interaction tracking software, employee client interaction database review, direct employee input, direct supervisor input, and continual review by Bilingual needs committee. 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 is almost to the ability to track all customer interactions and note preferred language used and asked for. This is part of a continual study.

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 regularly attends internal outreach strategy meetings and provides policy recommendations to IDOR senior leadership. He conducts quarterly bilingual needs assessment meetings with Program areas who have extensive interaction with the public. With input for HR and Communications he has developed FACEBOOK, Twitter, LinkedIn, and Youtube accounts where people who follow the IDOR can get up-to-date information on our job postings. Mr. Nelson has attended many job fairs/employment workshops throughout the year. In 2016 He 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 74 recruitment events for FY2017.

Number of Human Resources staff in your agency?

21

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? 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.

198

Please list the position titles.

ACCOUNT TECHNICIAN 2, ADMINISTRATIVE ASST 2, APPRAISAL SPECIALIST TRN, DATA PROCESSING ASSISTANT, EXECUTIVE 1, EXECUTIVE 2, GAAP ACCOUNTANT, GRAPHIC ARTS DESIGNER, INFORMATION SERVICES INTERN, OFFICE ASSISTANT, OFFICE ASSOCIATE, OFFICE CLERK, PUBLIC SERVICE ADMINISTRATOR, REVENUE AUDITOR TRAINEE, REVENUE TAX SPECIALIST TRAINEE, STUDENT INTERN

How many of those were Asian American?

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

3

How many employees were promoted during FY 17?

60

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?

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. The EEO officer has been active in over 74 recruitment events for FY2017.

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 possible.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

2

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

25

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

847

For FY 17, 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 17:

257

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

5

Please list the position titles.

REVENUE TAX SPECIALIST TRAINEE SENIOR PUBLIC SERVICE ADMINISTRATOR

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.

41

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?

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 hiri

How many Rutan certified interviewers were in your agency as of June 30, 2017?

170

How many Rutan panel interviews included a member of a minority group during FY2017?

87

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

760

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Interviewer is selected based on Rutan staff availability and subject matter expertise. If a minority Rutan certified specialist is available they are considered for the interview panel.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

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.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

We do not budget by national origin or ethnicity.

2018 State Asian American Employment Plan Survey

Agency: State Fire Marshal

Director/Secretary: Matt Perez

Submitted: 12/15/2017 12:38:45 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, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2017, 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 17 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 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

23

Please list the position titles.

Arson Investigator 1, SPSA, Boiler Safety Specialist, Office Assistant, Storage Tank Safety Specialist, Fire Prevention Inspector 1, Fire Prevention Inspector 2, Administrative Assistant 1, Administrative Assistant 2, Boiler Safety Specialist Auditor.

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 17?

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?

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 Work4Illinois.gov. Our Fire Service Outreach Administrator travels throughout the state to job fairs and to Fire Departments promoting vacancies.

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 17? (Do not include trainees)

1

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

3

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

22

For FY 17, 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 17:

8

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

SPSA, PSA, Boiler Safety Specialist, Tech Advisor 3, Fire Prevention Inspector 2, Administrative Assistant 2.

List promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your 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.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

17

How many Rutan panel interviews included a member of a minority group during FY2017?

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

22

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Human Resource, division managers and program managers conduct Rutan interviews at this time. There are no minorities included in this group.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Rutan training and re-certifications are provided by Central Management Services. Our Agency does not provide additional training.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

Our Agency does not have a budget ear-marked for any specific ethnic group. We have a maximum head count determined by the Office of Management and Budget. Our Agency follows all hiring procedures including Rutan and Absolute Veterans Preference.

2018 State Asian American Employment Plan Survey

Agency: State Police

Director/Secretary: Director Leo Schmitz

Submitted: 12/14/2017 11:02:15 AM

Certification: I Agree

Individual Information: Sandra Carbonell, Administrative Assistant II, EEO Office, 801 South 7th Street, Suite 100-S, Springfield, IL 62703, 217-558-4898, Sandra_Carbonell@isp.state.il.us.

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

162	Officials and Managers
538	Professionals
320	Technicians
1,324	Protective Service Workers
98	Para-Professionals
136	Office and Clerical
6	Skilled Craft Workers
18	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

2,602

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0 Officials and Managers
10 Professionals
5 Technicians
0 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 Illinois State Police 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. Human Resources 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 Illinois State Police incorporated the process within its policy and procedures (Directive 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

735

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

14

Please list their position titles.

Captains, Lieutenants, Master Sergeants, Public Service Administrators, Senior Public Service Administrators

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 Illinois State Police Recruitment Section attended 81 recruitment events/job fairs and 9 events for military personnel during FY17 in an effort to recruit minority applicants to civilian and sworn positions. In addition to events, the Recruitment Section has been utilizing social media through Twitter and Facebook to reach additional candidates. Three Physical Fitness Seminars were offered and allowed candidates to take the physical fitness test and receive feedback on the different components that make up the 4-part test. Additionally the Recruitment Section disseminated Job Postings electronically to our Asian American Community Outreach Network throughout the State. During FY17, the Illinois State Police hired 4 Asian American employees in the following EEO Categories: Professional & Para-Professional

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

The Illinois State Police 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 Illinois State Police 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?

2

How many of those Human Resources staff are minorities?

0

How many new employees were hired during FY 17? Include new "off the street" hires from the Open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.

52

Please list the position titles.

Account Technician II, Administrative Assistant I, Administrative Assistant II, Building/Grounds Lead 1, Building/Grounds Maintenance Worker, Captain, Criminal Intelligence Analyst II, Evidence Technician II, Executive I, Executive II, Executive Secretary 1, Fingerprint Technician, Fingerprint Technician Supervisor, Firearm Eligibility Analyst I, Forensic Scientist I, Forensic Scientist III, Forensic Services Administrator II, Information Systems Analyst I, Information Systems Analyst III, Lieutenant, Master Sergeant, Methods & Procedures Advisor I, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Office Specialist, Public Service Administrator, Senior Public Service Administrator, Sergeant, Special Agent, Stationary Engineer, Storekeeper III, Telecommunicator Lead Specialist, Telecommunicator Specialist, Telecommunicator Supervisor, Telecommunicator Trainee, Trooper, Truck Weighing Inspector

How many of those were Asian American?

4

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

4

How many employees were promoted during FY 17?

215

How many Asian Americans were promoted?

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 Illinois State Police provides underutilization information to work units as positions are being filled. The EEO Officers 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 Illinois State Police Personnel Liaison for each division. PSSSC Staff start at the beginning of the open competitive list and count out every one, two, three, etc., depending on the ideal number of candidates the Illinois State Police needs.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

90

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

8

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

3

For FY 17, how many Rutan panel interviews were conducted?

57

For FY 17, 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 17:

146

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Account Technician II, Administrative Assistant I, Administrative Assistant II, Building/Grounds Lead 1, Building/Grounds Maintenance Worker, Captain, Criminal Intelligence Analyst II, Evidence Technician II, Executive I, Executive II, Executive Secretary 1, Fingerprint Technician, Fingerprint Technician Supervisor, Firearm Eligibility Analyst I, Forensic Scientist I, Forensic

Scientist III, Forensic Services Administrator II, Information Systems Analyst I, Information Systems Analyst III, Lieutenant, Master Sergeant, Methods & Procedures Advisor I, Office Assistant, Office Associate, Office Clerk, Office Coordinator, Office Specialist, Public Service Administrator, Senior Public Service Administrator, Sergeant, Special Agent, Stationary Engineer, Storekeeper III, Telecommunicator Lead Specialist, Telecommunicator Specialist, Telecommunicator Supervisor, Telecommunicator Trainee, Trooper, Truck Weighing Inspector

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.

Illinois State Police 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 AFSCME. Employees are allowed to participate in a variety of career enhancement programs offered throughout 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 Illinois State Police employees based on specific union contractual agreements.

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 have been received.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

292

How many Rutan panel interviews included a member of a minority group during FY2017?

30

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

27

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Illinois State Police encourages diversity in our Rutan Interview Panels.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

No additional training has been provided within the Illinois State Police regarding Rutan Interviews.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

No budget allocations have been made specifically toward Asian American employment.

2018 State Asian American Employment Plan Survey

Agency: State Police Merit Board

Director/Secretary: Jack S. Garcia

Submitted: 12/14/2017 9:13:57 AM

Certification: I Agree

Individual Information: Daniel Dykstra, Chief Legal Counsel, 531 E Sangamon Ave, Springfield, IL 62702, 217-785-2620, ddykstra@ispmeritboard.org

As of June 30, 2017, 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, 2017, 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, 2017, 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
 - 1 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance
-

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

5

As of June 30, 2017, 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.)

NA

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

5

As of June 30, 2017, 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 17 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 17? 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 17?

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?

All new hires approved through EEO officer

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

NA

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

3

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

NA

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

NA

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

2018 State Asian American Employment Plan Survey

Agency: State Retirement Systems

Director/Secretary: Timothy B. Blair

Submitted: 12/28/2017 11:43:58 AM

Certification: I Agree

Individual Information: Kelley Gray, HR Manager, 2101 S. Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

As of June 30, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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.)

Meeting were held prior to interviewing candidates and the EEO reports and Annual Plan is discussed to inform them of underutilization.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

8

As of June 30, 2017, 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.

Vacancies are posted on the Work4Illinois website, Craig's List, universities as well as some employment websites.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

We do not serve the general public so no bilingual services are needed.

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 17? 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.

Administrative Assistant 2 Internal Auditor 1 Office Associate (2) Information Services Intern
Accountant (4) Office Coordinator (1)

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 17?

11

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 Human Resource Manager is also the EEO Officer. Supervisors of vacant positions are informed of underutilization in the category and efforts are made to hire that minority. However, collective bargaining agreements, contractual rights and Rutan must be adhered to.

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

Underutilization and education are used to randomly select candidates from the blind eligibility lists.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

3

How many Asian American interns or student workers did you agency hire in FY 17?

1

How many veterans were hired during FY17?

2

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

1

For FY 17, how many Rutan panel interviews were conducted?

9

For FY 17, 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 17:

18

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

0

Please list the position titles.

Human Resource Representative (3) Accountant (3) Executive II Pension & Death Benefits
Tech II Administrative Assistant II ISA I (2) Office Associate (4) Office Coordinator (1) PSA
SPSA

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 Training Clearinghouse, tuition reimbursement.

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

9

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

8

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

Only supervisors and division managers conduct interviews. There is one Asian American supervisor and he participated in the interview panel when hiring for his section.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

It is the same for all employees regardless of EEO Category.

2018 State Asian American Employment Plan Survey

Agency: Tax Tribunal

Director/Secretary: James Conway

Submitted: 12/15/2017 6:25:54 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, 2017, 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, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

- 3 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, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

3

As of June 30, 2017, 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 Tribunal completed its annual Affirmative Action/EEO plan in FY17 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, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

2

As of June 30, 2017, 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.

N/A

List employment strategies used in FY 17 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?

How many of those Human Resources staff are minorities?

1

How many new employees were hired during FY 17? 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 17?

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 17? (Do not include trainees)

0

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

0

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

0

For FY 17, 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 17:

0

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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 Tribunal will utilize the CMS posting system to announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants. The Tribunal has determined there is no need for bilingual 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?

N/A

How many Rutan certified interviewers were in your agency as of June 30, 2017?

0

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

0

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

N/A

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Transportation

Director/Secretary: Randall Blankenhorn

Submitted: 1/3/2018 3:13:41 PM

Certification: I Agree

Individual Information: Clarissa Williams, Diversity & Recruiting Section Chief, 2300 S. Dirksen Parkway, Room 116, Springfield, IL 62764, 217.557.2426, Clarissa.Williams@illinois.gov

As of June 30, 2017, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

1,093	Officials and Managers
1,298	Professionals
486	Technicians
0	Protective Service Workers
196	Para-Professionals
33	Office and Clerical
71	Skilled Craft Workers
1,711	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

5,248

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0 Officials and Managers
2 Professionals
2 Technicians
0 Protective Service Workers
0 Para-Professionals
0 Office and Clerical
1 Skilled Craft Workers
17 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.)

Capturing data on the number of Asian CET and Internship hires each fiscal year. Attending Professional Asian Engineering Conferences Participating on the Asian Advisory Council

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

204

As of June 30, 2017, how many senior or mid-level staff reporting to the Agency Director (s)/Secretary were Asians?

3

Please list their position titles.

Civil Engineer VI Civil Engineer VII

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 Annual Recruiting Plan guides the recruiting activities for each fiscal year. The plan emphasizes recruitment of African American, Asian and Latino Civil Engineer Trainees and Engineering Technicians when the need arises for full time employment and summer internships. Outreach includes: -Recruiting at the National Society of Asian Scientists and Engineers -- Engineering Technician Summer Internship Program -Technician Trainee Summer Internship Program -Recruitment at colleges and universities with high percentage of Asian Civil Engineer Majors -Administering the National Summer Transportation Institute which is comprised of high school students of color and students from economically challenged households. -Piloting Engineers in the classroom (district 5 with eventual roll out to all districts which allows for demographic emphasis) -Increasing the number of Information Sessions targeted to student populations of color

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Currently, bilingual/Asian American language is not in our EOO program

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

Name: Clarissa Williams

Title: Diversity and Recruitment Section Chief

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.

-Recruiting at Society for Asian Scientists and Engineers -Tracking Asian CET Hires FY17
Asian American CET and Intern Hires: 9 7.2% of CET applicant pool 9 16% of ET applicant
pool 5 17.2% of TT applicant pool

Number of Human Resources staff in your agency?

226

How many of those Human Resources staff are minorities?

177

How many new employees were hired during FY 17? 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.

993

Please list the position titles.

ACCOUNT TECH I ACCOUNTANT ADVANCED AIRCRAFT PILOT I AIRCRAFT TECHNICIAN
II AUTOMOTIVE MECHANIC BRIDGE TENDER CHEMIST II CHEMIST III CHEMIST IV
CHEMIST V 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 ENGINEERING TECH I
ENGINEERING TECH II ENGINEERING TECH III ENGINEERING TECH IV ENGINEERING
TECH V EXECUTIVE SECRETARY I EXECUTIVE SECRETARY II EXECUTIVE SECRETARY
III FERRY OPERATOR I GEOLOGIST II GEOLOGIST III HEAVY CONST EQUIP OPR
HIGHWAY MAINTAINER HUMAN RESOURCES ASSOCIATE HWY MAINT LEAD/LEAD WKR
INFO SERVICES SPECIALIST II INFO SYSTEMS ANALYST I INSTRUMENT DESIGNER
LAND SURVEYOR II LAND SURVEYOR III LAND SURVEYOR IV LANDSCAPE ARCHITECT
IV MAINTENANCE WORKER MANAGEMENT TECH I MANAGEMENT TECH III OFFICE
ASSISTANT OFFICE ASSOCIATE OFFICE COORDINATOR OPERATIONS COMM
SPECIALIST TR OPERATIONS SUPERVISOR I OPERATIONS SUPERVISOR II PUBLIC
SERVICE ADMINISTRATOR REALTY SPECIALIST II REALTY SPECIALIST III SILK SCREEN
OPERATOR STOREKEEPER I STOREKEEPER II TECHNICAL ADVISOR IV TECHNICAL
ADVISOR VI TECHNICAL MANAGER I TECHNICAL MANAGER II TECHNICAL MANAGER III
TECHNICAL MANAGER IV TECHNICAL MANAGER V TECHNICAL MANAGER VI
TECHNICAL MANAGER VII TECHNICAL MANAGER VIII TECHNICAL MANAGER X VEHICLE
COMPLIANCE INSPECTOR

How many of those were Asian American?

45

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

23

How many employees were promoted during FY 17?

355

How many Asian Americans were promoted?

12

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 Diversity and Recruitment Section sends e-blasts to potential hire candidates to apprise them of CET, ET and TT postings.

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 from the open competitive interview process for that position.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

2

How many Asian American interns or student workers did you agency hire in FY 17?

1

How many veterans were hired during FY17?

102

How many veterans were Asian American?

1

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

25

For FY 17, how many Rutan panel interviews were conducted?

521

For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

11

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

372

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

7

Please list the position titles.

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 programs.

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 made

How many Rutan certified interviewers were in your agency as of June 30, 2017?

998

How many Rutan panel interviews included a member of a minority group during FY2017?

220

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

301

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The Department attempts to certify all applicable employees in accordance with Rutan guidelines. Rutan interview panels are chosen based on the technical expertise required for each specific position.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Rutan Interviewers are required to participate in the online Rutan Recertification Training every three years pursuant to Administrative Order #2 (2009) which reaffirms the principles of the 1990 U.S. Supreme Court decision regarding hiring in state gover

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

The Diversity and Recruitment Section budget allocation is general covering outreach and career fair events for three assigned focus populations: African American, Asian and Latino

2018 State Asian American Employment Plan Survey

Agency: Veterans Affairs

Director/Secretary: Erica Jeffries

Submitted: 12/12/2017 12:34:29 PM

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, 2017, 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
10	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

59	Officials and Managers
258	Professionals
149	Technicians
22	Protective Service Workers
465	Para-Professionals
43	Office and Clerical
24	Skilled Craft Workers
208	Service-Maintenance

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

1,128

As of June 30, 2017, provide the underutilization for Asian Americans by category:

0 Officials and Managers
1 Professionals
4 Technicians
0 Protective Service Workers
1 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.)

The Veterans' Affairs admin staff responsible for the recruitment and selection process are all Rutan certified interviewers who are trained and mandated to follow all applicable state of Illinois Ethics and Personnel Code Rules and regulations. These individuals keep their knowledge current by participating in CMS conducted personnel meetings, agency training/staff meetings and other training programs. In addition, there are multiple people involved in each interview and hiring initiative which provides a checks and balances as well as an extra level of over site.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

40

As of June 30, 2017, 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 most Asian Employment Plan Council meetings as the agency Liaison. The EEO Officer and select HR Reps also attend a variety of different job and career fairs to include the Veteran Service Officer's throughout the state.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

Worked with HR personnel to ensure that we identified all qualified Asian applicants on the open competitive blind list received from CMS ensuring that we gave them opportunities to interview, especially in our underutilized 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.

The EEO Officer is the Liaison for recruitment activities.

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 17? 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.

157

Please list the position titles.

CNA's, Nurses, LPN's, Veteran Service Officers, Admin personnel.

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 17?

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 about our vacancies throughout the state. Also reviews the eligibility lists to include all hiring and promotion monitors before hiring.

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 qualified minorities to interview, especially for the underutilized positions.

How many interns or student workers did your agency hire in FY 17? (Do not include trainees)

5

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

0

For FY 17, how many Rutan panel interviews were conducted?

187

For FY 17, 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 17:

218

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

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 and other agency sponsored programs that employees can attend to enhance their qualifications for supervisory and management positions.

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

4

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

How many Rutan certified interviewers were in your agency as of June 30, 2017?

40

How many Rutan panel interviews included a member of a minority group during FY2017?

0

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

The EEO office and HR Manager encourages all of the HR Reps at the homes to include minority Rutan interviewers when possible. Especially in the underutilized positions and when we know we have minority applicants coming to the interviews.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

N/A

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A

2018 State Asian American Employment Plan Survey

Agency: Workers Compensation Commission

Director/Secretary: Joann Fratianni

Submitted: 1/5/2018 2:52:02 PM

Certification: I Agree

Individual Information: Brendan O'Rourke, Director of Human Resources , 100 W. Randolph St.
Chicago. Il 60601, 312.814.5464, brendan.orourke@illinois.gov

As of June 30, 2017, 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
2	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2017, 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, 2017, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2017, provide total number of agency employees on board; include full-time, part-time and leave of absence:

As of June 30, 2017, 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 is in compliance with the EEO and has no underutilization. Current hiring processes will continue in accordance with the AFSCME contract and Rutan mandate will be followed.

As of June 30, 2017, how many senior or mid-level staff (PSA and SPSA for example) report to the Agency Director(s)/Secretary?

10

As of June 30, 2017, 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.

No activities undertaken. The agency is in compliance with the EEO and has no underutilization. Current hiring processes will continue in accordance with the AFSCME contract and Rutan mandate will be followed.

List employment strategies used in FY 17 to increase the number of available bilingual/Asian American employees to service the needs of your Asian language-speaking public.

No strategies used. The agency is in compliance with the EEO and has no underutilization. Current hiring processes will continue in accordance with the AFSCME contract and Rutan mandate will be followed.

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?

1

How many new employees were hired during FY 17? 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.

Tech Advisor 3

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 17?

15

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?

No activities as the agency is in compliance with the EEO. The agency is in compliance with the EEO and has no underutilization. Current hiring processes will continue in accordance with the AFSCME contract and Rutan mandate will be followed.

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 17? (Do not include trainees)

2

How many Asian American interns or student workers did you agency hire in FY 17?

0

How many veterans were hired during FY17?

3

How many veterans were Asian American?

0

As of June 30, 2017, how many Rutan certified interviewers in your agency were Asian American?

3

For FY 17, how many Rutan panel interviews were conducted?

13

For FY 17, in how many Rutan panel interviews did Asian American interviewers participate?

6

Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

12

Provide the overall number of Asian American employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 17:

2

Please list the position titles.

PSA Option 3, Student 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.

No programs currently in place.

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 as we were in compliance with EEO utilization requirements.

How many Rutan certified interviewers were in your agency as of June 30, 2017?

17

How many Rutan panel interviews included a member of a minority group during FY2017?

13

How many Rutan panel interviews conducted during FY2017 consisted of an all-Caucasian interview panel?

4

List your agency's efforts to include Asian-American Rutan certified interviewers on Rutan panel interview panels during FY2017.

All certified Rutan employees were polled to participate in Rutan interviews. Those who had availability were used.

Describe any unconscious bias training provided to Rutan interviewers in FY2017 before they participated on Rutan interview panels.

Agency-wide Sensitivity training for all employees conducted by DHS in FY17

Please provide information regarding your agency's Asian-American employment budget allocations for FY2017.

N/A
