100 YOUR JOB WITH THE DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES

It is the policy of Healthcare and Family Services to provide equal employment opportunity for all citizens in the State and to comply with provisions of all state and federal rules, regulations, ordinances, laws and Executive Orders covering Equal Employment and Affirmative Action.

105 **Job Opportunities**

105.1 Equal Employment Opportunity and Affirmative Action (EEO/AA) is a Department Commitment

Healthcare and Family Services adheres to the principles of human rights as enacted by the State of Illinois and is committed to providing equal employment opportunities for all qualified persons; therefore, race, color, religion, sex, national origin/ancestry, age, marital status, disabling condition, veteran's status (as defined in the Illinois Human Rights Act), citizenship status (consistent with Title 8, U.S. Code, Section 1324A), arrest record, sexual orientation or any other non-merit factor, except bona fide occupational qualification (BFOQ), will be excluded from any employment decision or service provided by this department.

Employees or applicants for employment who feel they have been discriminated against on any of these bases should feel free to file a complaint without fear of retaliation. The Equal Employment Opportunity Office (EEO) receives and investigates discrimination and harassment complaints against the department, negotiates agreements, and authorizes action based on findings.

Illinois Administrative Code, Chapter 11, Section 2520.720 requires agencies to keep records, analyze their workforces and establish numerical and program goals for employment "by race, national origin, sex and disability, and any other category which the Illinois Department of Human Rights (IDHR) may require by rule." Section 2520.760 of the Code requires every state agency to develop and adopt an Affirmative Action Plan to practice EEO and affirmative action in employment. Section 2520.770 of the Code requires every state agency to monitor and report quarterly and annually a breakdown of all employment transactions by EEO job category and affirmative action groups of the employees. Agencies are also required to complete monitoring forms for all hires and promotions.

EEO Office locations, complaint procedure and information regarding representation rights during a discrimination complaint investigation can be found in the Affirmative Action Plan, available through the EEO Office or

employee's supervisor.

105.2 Prohibition of Discrimination in Employment

The department prohibits discrimination in employment as established in Section 302.790 of the Central Management Services (CMS) Personnel Rules and Administrative Order Number 2 (1996) as follows:

- Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel transaction, because of religion, race, national origin, sex, age, handicap, or any other non-merit factor is prohibited except where such may be a bona fide job qualification.

- Non-merit factors include, but are not limited to, a person's sexual orientation, marital or parental status and physical stature.

105.3 Labor Contracts/Bargaining Units

Most new employees are hired into job titles within a bargaining unit represented by an employee labor organization (Bargaining Agent). Each bargaining unit has a contractual agreement (in booklet form) with the State of Illinois establishing special rules and regulations that may be unique to that bargaining unit. Bargaining unit employees should receive a copy of the contract within two weeks of starting work. If you are a bargaining unit employee and do not receive a copy of the contract, ask your supervisor.

105.4 Examinations

The Illinois Department of Central Management Services develops, schedules and administers exams that determine if an applicant is qualified for a position in state employment. The exams are job-related and are made up of one or more tests that may be written or oral, a physical demonstration of skill, an evaluation of physical or manual fitness or an evaluation of training and experience. An applicant may be asked to supply proof of educational attainments, military service, or other job-related criteria.

There are two types of examinations: open competitive and promotional. Open competitive exams qualify a person for appointment to a position in state employment. Promotional exams qualify certified staff for promotion to a higher position in state employment. Open competitive and promotional examinations require different forms. Names remain on open competitive eligible lists for one year and on promotional eligible lists for three years.

Certified employees are permitted time off with pay to take personnel

examinations administered by CMS. Time off for this purpose should be requested reasonably in advance. Time off may not exceed one work day per fiscal year and is to be used in increments of not less than one-half day at a time.

Résumé fraud or application misrepresentation may result in disciplinary action up to and including discharge.

105.5 Appointments

The following types of appointments are made:

A. Emergency

Persons may be appointed to positions to meet emergency situations without regard to eligible lists. Emergency appointments are for 60 calendar days or less and are not renewable.

B. Exempt

Persons may be appointed to certain positions that are not subject to merit and fitness requirements (Jurisdiction B of the Personnel Code). If the position subsequently becomes subject to Jurisdiction B, the employee must establish eligibility for the position within six months.

C. Probationary

Persons appointed to positions from eligible lists (except trainees), promoted, or reinstated receive probationary appointments. An employee is certified in the position by satisfactorily completing the required period of probation. Probationary employees may be granted a leave of absence during the initial probationary period. The probationary period is extended by the length of the leave.

D. Provisional

Persons may be appointed provisionally to jobs for which there are no more than two eligibles on an eligible list. Provisional appointments are limited to six months out of any 12-month period. If the position is allocated to a class for which there are available eligibles, the provisional employee must establish eligibility for the job within 90 days. Provisional employees may be granted a leave of absence. The leave does not extend the provisional period.

E. Temporary

Persons may be appointed temporarily to positions to do seasonal or short-term work. Temporary appointments are limited to six months out of any 12-month period. Temporary or emergency employees may only be granted a disability leave of absence for the time left in the appointment.

F. Term

Persons may be appointed from eligible lists or be appointed pursuant to Section 4d(5) of the Personnel Code for a four-year term. Unless renewed, the appointment automatically ends at the end of four years.

G. Trainee

Persons may be appointed to trainee positions in established trainee and apprenticeship programs. Persons in trainee positions do not acquire certified status. With the approval of the Division of Personnel and Administrative Services, trainees may be separated from a training program at any time due to a performance problem, violation of the department's rules or for any other cause deemed appropriate by the department.

H. Intermittent

Persons may be appointed to intermittent positions in job assignments characterized by periodic, irregular or seasonal scheduling. Persons in intermittent positions can acquire certified status and accrue vacation, sick and business leave on a prorated basis.

105.6 Job Description

A job description that describes assigned duties and responsibilities is required for each position or group of identical positions in an office. These descriptions are revised when assigned duties and responsibilities change significantly. You have the right to see a copy of your job description on request.

105.7 Job Posting System Access

The department provides access to the Central Management Services' (CMS) Job Posting System. CMS' system lists available state jobs by title, agency and location. Supervisors shall make arrangements for employees to have access to the system at least once a week. You may use the CMS Job Posting System during any break or lunch period designated by your supervisor.