Illinois
Department of
Corrections

Pat Quinn
Governor

S. A. Godinez
Acting Director

James R. Thompson Center
100 W. Randolph Street, Suite 4-200
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June 13, 2012

United States Department of Justice
Office of Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

RE: EEOP Short Form
Grant #2009-DJ-BX-0023

Dear Administrator:

I am submitting the enclosed the EEOP Short Form for your approval on behalf of Illinois Department of Corrections. Please send a copy of the approval letter to my attention at the above address.

If you should have any questions concerning the information submitted, my contact information is noted below.

Sincerely,

Vickie V. Fair

Vickie V. Fair, EEO Officer
Office of Affirmative Action
(312) 814-3790 (office)
(312) 814-3542 (fax)
Vickie.Fair@doc.illinois.gov

Cc: S.A. Godinez, Director

EEOP Short Form

Wed Jun 13 14:53:12 EDT 2012

Step 1: Introductory Information

Grant Title:	Adult Male Reentry Program at the Westside Adult Transition Center	**Grant Number:**	2009-DJ-BX-0023
Grantee Name:	Illinois Department of Corrections	**Award Amount:**	$828,924.00
Grantee Type:	State Government Agency		
Address:	1301 Concordia Court, P.O. Box 19277 Springfield, Illinois 62794-9277		
Contact Person:	Director Salvador A. Godinez	**Telephone #:**	217-558-2200
Contact Address:	1301 Concordia Court, P.O. Box 19277 Springfield, Illinois 62794-9277		
State Granting Agency:	Illinois Criminal Justice Information Authority	**Grant Number:**	2009-DJ-BX-0023
Contact Name:	Maureen Brennan		
Contact Address:	300 West Adams Street, Suite 200 Chicago, Illinois 60606		
Telephone #:	312-793-8550		

Policy Statement:

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

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

Utilization Analysis Chart

Relevant Labor Market: Illinois

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	175/47%	6/2%	47/12%	0/0%	1/0%	0/0%	0/0%	115/31%	2/1%	27/7%	3/1%	0/0%	0/0%	0/0%
CLS #/%	458,350/53%	23,775/3%	29,730/3%	530/0%	18,870/2%	130/0%	2,990/0%	269,080/31%	18,295/2%	39,150/4%	520/0%	9,440/1%	30/0%	1,675/0%
Utilization #/%	-6%	-1%	9%	-0%	-2%	-0%	-0%	-0%	-2%	3%	1%	-1%	-0%	-0%
Professionals														
Workforce #/%	575/39%	23/2%	164/11%	3/0%	3/0%	0/0%	0/0%	546/37%	11/1%	124/8%	5/0%	6/0%	0/0%	0/0%
CLS #/%	418,020/37%	21,455/2%	35,865/3%	635/0%	43,365/4%	70/0%	3,500/0%	483,350/42%	25,595/2%	68,445/6%	685/0%	37,395/3%	130/0%	2,980/0%
Utilization #/%	3%	-0%	8%	0%	-4%	-0%	-0%	-5%	-1%	2%	0%	-3%	-0%	-0%
Technicians														
Workforce #/%	169/40%	7/2%	43/10%	1/0%	2/0%	0/0%	0/0%	151/36%	3/1%	44/10%	0/0%	1/0%	0/0%	0/0%
CLS #/%	36,960/29%	3,495/3%	4,845/4%	50/0%	3,745/3%	15/0%	245/0%	55,885/44%	3,255/3%	12,360/10%	130/0%	4,235/3%	35/0%	545/0%
Utilization #/%	11%	-1%	6%	0%	-3%	-0%	-0%	-9%	-2%	1%	-0%	-3%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	6046/75%	161/2%	658/8%	23/0%	38/0%	0/0%	0/0%	831/10%	37/0%	297/4%	6/0%	8/0%	0/0%	0/0%
CLS #/%	66,875/59%	6,175/5%	18,400/16%	205/0%	1,115/1%	15/0%	485/0%	10,775/9%	1,320/1%	7,995/7%	115/0%	150/0%	4/0%	145/0%
Utilization #/%	16%	-3%	-8%	0%	-1%	-0%	-0%	1%	-1%	-3%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	2,295/28%	240/3%	380/5%	25/0%	100/1%	0/0%	15/0%	3,675/46%	220/3%	1,050/13%	15/0%	20/0%	0/0%	20/0%
Utilization #/%														
Administrative Support														
Workforce #/%	28/6%	0/0%	2/0%	1/0%	1/0%	0/0%	0/0%	388/82%	10/2%	38/8%	2/0%	1/0%	0/0%	0/0%
CLS #/%	378,020/24%	48,930/3%	65,890/4%	610/0%	19,345/1%	175/0%	3,980/0%	791,750/50%	87,495/5%	166,015/10%	1,635/0%	26,000/2%	220/0%	6,490/0%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-18%	-3%	-4%	0%	-1%	-0%	-0%	33%	-3%	-2%	0%	-1%	-0%	-0%
Skilled Craft														
Workforce #/%	312/93%	5/1%	7/2%	0/0%	2/1%	0/0%	0/0%	7/2%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	418,875/74%	59,030/10%	35,890/6%	1,080/0%	7,135/1%	110/0%	3,400/1%	28,455/5%	6,980/1%	5,555/1%	80/0%	2,355/0%	10/0%	265/0%
Utilization #/%	20%	-9%	-4%	-0%	-1%	-0%	-1%	-3%	-1%	-1%	-0%	-0%	-0%	-0%
Service/Maintenance														
Workforce #/%	576/80%	11/2%	25/3%	2/0%	1/0%	0/0%	0/0%	80/11%	3/0%	20/3%	1/0%	1/0%	0/0%	0/0%
CLS #/%	611,875/36%	223,330/13%	139,620/8%	1,820/0%	24,575/1%	250/0%	8,240/0%	432,010/25%	112,750/7%	112,545/7%	1,460/0%	21,020/1%	260/0%	5,585/0%
Utilization #/%	44%	-12%	-5%	0%	-1%	-0%	-0%	-14%	-6%	-4%	0%	-1%	-0%	-0%

Significant Underutilization Chart

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

Step 4b: Narrative Underutilization Analysis

Please see the attached hard copy document

Step 5 & 6: Objectives and Steps

1. **Please see attached hard copy**
   a. Step 4b: Narrative Underutilization Analysis

Step 7a: Internal Dissemination

Please see attached hard copy document

Step 7b: External Dissemination

Please see attached hard copy document

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart the EEO Officer noted the following:

a) **White males were significantly underutilized in the following job categories: Officials/Administrators (-6%) and Administrative Support (-18%).**
b) **Hispanic males were significantly underutilized in the following job categories: Skilled Craft (-9%) and Service Maintenance (-12%).**
c) **African-American males were significantly underutilized in the following job categories: Administrative Support (-4%); Skilled Craft (-4%) and Service/Maintenance (-5%).**
d) **Asian males were underutilized by -4% or less in each job category.**
e) **White females were significantly underutilized in the following job categories: Technicians (-9%); Skilled Craft (-3%) and Service Maintenance (-14%).**
f) **Hispanic females were underutilized by -3% or less in each job category.**
g) **African-American females were underutilized by -4% or less in each job category.**
h) **Asian females were underutilized by -3% or less in each job category**

It is important to note that the EEO Officer recruitment efforts are monitored by the Illinois Department of Human Rights (IDHR). IDHR's assessment is based on opportunities to hire/promote. Promotions and/or hires pursuant to the Collective Bargaining Agreement (CBA) are not considered "opportunities" as the terms and conditions of the CBA govern the promotional process. For IDOC, "opportunities" to hire primarily exist in the category of Protective Service which include the security staff within the correctional facilities. Of the 11,887 employees, 8,105 are in the Protective Service job category. The Protective Service staff can promote or take a voluntary reduction into titles within any of the job categories as long as they have the requisite qualifications.

Positions that cannot be filled by the CBA or are not covered by a CBA are handled by Central Management Service (CMS). CMS is an Illinois state agency who oversees the posting of all vacancies for positions in the state government agencies. CMS also handles the application process, which includes scheduling and providing a "Grade" designating the applicant's qualification for the position.

EEO Officer is not an integral part of the hiring/promotion process. The agency's Human Resource Personnel is responsible for posting internal promotable positions consistent with the terms and conditions of the CBA.

The agency does not employ staff in the category of Protective Service Sworn.

Step 5 & 6: Objective and Steps

1. To encourage White males to apply for positions in the Job Categories of Officials/Administrators and Administrative Support.

a). There were 175 White males, representing over 50% (175 out of 229) of the positions in the job category of Officials/Administrators resulting in a -6% underutilization. There were 28 White males in the job category of Administrative Support resulting in an underutilization of -18%.

b) The above underutilization has not been specifically addressed. The agency is a security institution with 8,105 of its 11,887 staff being in the in the job category of Protective Service and only 471 being in the job category of Administrative Support. Nevertheless, recruitment for these positions internally and externally is ongoing utilizing the state of Illinois web page, which advertises all open positions for Illinois state agencies.

2. To encourage White females to participate in training/educational opportunities to become eligible to apply for positions in the Job Category of Professionals, Technicians and Service/Maintenance.

a). There were 546 White females in the job category of Professionals resulting in a -5% underutilization. The agency has over-utilization in the job category of Professionals for African-American females by 8%. There were 151 White females in the job category of Technicians resulting in an underutilization of -9%. There were 80 White females in the job category of Service/Maintenance resulting in an underutilization of -14%.

b.) The agency offers a percentage of tuition reimbursement for staff attending approved educational institutions and training programs through the Upward Mobility Program. Staff who participate is eligible to promote to select titles which are not available to other staff.

3. To encourage Hispanic males to participate in training/educational opportunities to become eligible to apply for positions in the Job Categories of Skilled Craft and Service/Maintenance

a. There were 5 Hispanic males in the job category of Skilled Craft resulting in a -9% underutilization. There were 11 Hispanic males in the job category of Service Maintenance resulting in a -12% underutilization.

b. Positions in Skilled Craft are tradesmen positions which require specific knowledge and skill set. Positions in this category include, but are not limited to, barber, plumber, electrician and roofer. Positions in Service/Maintenance are promotable positions governed by the Collective Bargaining Agreement.

4. To target African-American males to apply for security vacancies in the Protective Service job category.

a. There were 658 African-American males in the job category of Protective Service resulting in a -8% underutilization.

b. The EEO Officer is committed to undertaking affirmative action to correct underutilization of African-American males by specifically targeting this group when attending job fairs hosted by educational institutions, religious organizations, community organizations and private and public entities.
The agency has 8% over-utilization of African-American males in the job category of Professionals.

c. The agency has 11% over-utilization of White males in the following job categories: Technicians 20%, Protective Service 16%, Skilled Craft 20% and Service/ Maintenance 44%.

5. Identify any barriers in recruitment, application and/or the testing process for African-American males.

a. The EEO Officer will also review the screening/testing process to assess the number of African-American males invited to screen/test for a protective service position and their respective pass/fail rate.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to executive staff and human resource representatives.

2. Within 30 days of receiving the U.S. Justice Department's approval of the agency's EEOP Short Form, the EEO Officer will notify staff via email that a copy of the EEOP Short Form is accessible on the agency's internal website.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the agency's web page that is accessible to the public.
2. Electronically filed and bound copies of the EEOP Short From distributed to the State of Illinois Library.

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

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

[signature] [title] June 14, 2012 [date]