State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS
2014

ASIAN AMERICAN
Employment Plan

Respectfully submitted to the Illinois General Assembly
February 1, 2014, by Central Management Services

APPENDICES

Appendix 1

February 1, 2014

Agency Director
Agency Name
Street Address
City, IL Zip Code

Dear (Agency Director)

Enclosed please find a copy of the 2014 Asian American Employment Plan which was submitted by the Department of Central Management Services to the General Assembly on February 1 as required by law.

I am a firm believer of the benefits of a diverse workforce are many, including enabling agencies to provide better and more inclusive service to Illinois taxpayers and the general public. Therefore, I strongly encourage your agency to continue to build upon your Affirmative Action and Equal Employment Opportunity goals by placing emphasis on recruiting, hiring, training, retention and promotion of Asian Americans.

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

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

Sincerely,

Simone McNeil
Acting Director

Attachment

Appendix 2

PROMOTION MONITOR

Name of Agency _____
IDHR Region / (Facility) _____
EEO Job Category _____
Title of Job to be filled _____

Candidate's Name _____
Position Number _____
E-Par Number _____
Bid Number _____
Date of Promotion _____

1. Is this EEO Category underutilized? Yes _____ No _____ If yes, by which of the following:

   Women_____ Black or African American_____ Hispanic or Latino_____ Asian_____

   American Indian and Alaska Native_____ Native Hawaiian or Other Pacific Islander_____ Disabled*_____

2. Indicate the race and sex of the person promoted: _____

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

Total by Category	# Invited	# Interviewed	# Selected
_____Women	_____	_____	____
_____Black or African American	_____	_____	____
_____Hispanic or Latino	_____	_____	____
_____Asian	_____	_____	____
_____American Indian and Alaska Native	_____	_____	____
_____Native Hawaiian or Other Pacific Islander	_____	_____	____
_____Disabled	_____	_____	____
_____Veterans	_____	_____	____

4. Did it change the employee's EEO Job Category? Yes_____ No_____

   If yes, from what EEO Job Category? _____

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? Yes_____ No_____

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

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

I have reviewed the eligibility list and concur / do not concur with this promotion. Remarks on reverse side.

_____ _____
EEO/AA Officer Date Date

I approve of this promotion.

_____ _____
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. Feb 2012)

***For EEO Monitoring purposes.**

HIRING MONITOR

Name of Agency _____
IDHR Region / (Facility) _____
EEO Job Category _____
Title of Job to be filled _____

Candidate's Name _____
Position Number _____
E-Par Number _____
Bid Number _____
Date of Hire _____

1. Is this EEO Category underutilized? Yes _____ No _____ If yes, by which of the following:

   Women_____ Black or African American_____ Hispanic or Latino_____ Asian_____

   American Indian and Alaska Native_____ Native Hawaiian or Other Pacific Islander_____ Disabled_____

2. Indicate: Race of person selected_____ Sex of person selected_____

   Disability: Yes_____ No_____ Veteran: Yes_____ No_____

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

Total by Category	# Invited	# Interviewed	# Selected
_____Women	_____	_____	____
_____Black or African American	_____	_____	____
_____Hispanic or Latino	_____	_____	____
_____Asian	_____	_____	____
_____American Indian and Alaska Native	_____	_____	____
_____Native Hawaiian or Other Pacific Islander	_____	_____	____
_____Disabled	_____	_____	____
_____Veterans	_____	_____	____

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

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

6. Was the position posted? Yes_____ No_____

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

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

I have reviewed the eligibility list and concur / do not concur with this hire. Remarks on reverse side.

_____ _____
EEO/AA Officer Date Date

I approve of this hire.

_____ _____
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

Appendix 3

2014 State Asian American Employment Plan Survey

Agency: Aging

Submitted: 12/20/2013 4:06:00 PM Certification: I Agree

Individual Information: Sara Han, Human Resources Administrator, One Natural Resources Way, Ste. 100 Springfield, IL 62702, 217-785-3347, sara.han@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

144

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

7

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

2

How many interns or student workers did you employ during FY13?

3

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

5

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

15

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

How many employees were hired during FY 13?

31

How many Asian American employees were hired during FY 13?

2

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?

The Agency completes and circulates its annual Affirmative Action/EEO Plan to Executive and other concerned staff. Accordingly, staff actively utilizes the Plan in administering its complete HR and employee assistance functions, and to help guide its annual hiring and employee professional development and training goals.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants, for all positions.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The candidate is given both an oral and written test onsite.

How does your agency determine your need for Asian language-speaking bilingual staff?

The Illinois Department on Aging utilizes the Nextalk/Textnet units to effectively serve clientele with disabilities. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within an agency or at other agencies. Callers may leave messages that can be forwarded through email and outgoing calls can be typed through the PC. Nextalk logs all calls and document all transactions. Senior HelpLine staff track the number of calls and callers who require assistance in a language other than Spanish or English. To date, the majority of LEP callers require assistance in Spanish and have not required the need to add other language skills. The department is working toward to fill bilingual coded positions to accommodate the different languages that are needed.

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

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants, for all positions.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Department utilizes CLESE (Coalition of Limited English Speaking Elderly, a non-for-profit organization) when in need of languages other than Spanish and English.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants, for all positions. The Department is also required to utilize the CMS Upward Mobility List when filling vacancies.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

It is strictly administered by the Office of Human Resources which is also responsible for the EEO functions. A monitor form is required when completing all new hires and promotions which are sent to CMS for final approval.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

None

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Illinois Department on Aging utilizes the Nextalk/Textnet units to effectively serve clientele with disabilities. The Nextalk/Textnet services enable PCs to function like a TDD/TTY unit and allow callers to be routed to any user within an agency or at other agencies. Callers may leave messages that can be forwarded through email and outgoing calls can be typed through the PC. Nextalk logs all calls and document all transactions. Senior HelpLine staff track the number of calls and callers who require assistance in a language other than Spanish or English. To date, the majority of LEP callers require assistance in Spanish and have not required the need to add other language skills. The department is working toward to fill bilingual coded positions to accommodate the different languages that are needed.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The number of Asian American employees has increased by one in FY'13.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The agency will continue to utilize the CMS positing system, announce vacancies to agencies/organizations throughout the state to increase the diversity of qualified applicants.

2014 State Asian American Employment Plan Survey

Agency: Agriculture

Submitted: 12/20/2013 12:10:00 PM Certification: I Agree

Individual Information: Brent Eggleston, Human Resources/Bureau Chief, Illinois State Fairgrounds, PO Box 19281, Spfld, 62794, 217-524-5125, brent.eggleston@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

58	Officials and Managers
106	Professionals
144	Technicians
3	Protective Service Workers
25	Para-Professionals
21	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

357

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

14

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

5

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

16

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

33

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

26

How many Asian American employees were hired during FY 13?

0

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?

IDOA EEO officer participates on all Rutan interview panels to ensure that minority hiring requirements are understood and met, when possible. All administrative staff responsible for hiring and interviewing are trained regarding descrimination probhibitions and Affirmative Action during the Rutan training certification through CMS.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

no

If so, please provide the name(s):

NA

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The IDOA EEO officer participates in various career fairs at junior colleges, universities and those hosted by other state agencies.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Structured oral interview and written test.

How does your agency determine your need for Asian language-speaking bilingual staff?

IDOA's EEO officer meets with Division Heads/Bureau Chiefs within the agency to see if this is needed.

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

Currently there is no need for an bilingual Asian American to be staffed.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Currently there are no clients with need for this particular service

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

IDOA participates in the State of Illinois Upward Mobility Program.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO officer participates in the interview process notifying all panel members of the underutilization for the position prior to the interviews being conducted. The EEO officer is also responsible for the completion of all hiring/promotion monitors.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Following review of the Agency's AA Plan by DHR, IDOA was found to be in compliance. There were few opportunities to address underutilization, IDOA will continue to attend job fairs as well as post all positions on the websites for all qualified candidates.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Veterans Preference makes it difficult to bring Asain Americans in for interviews. Our outreach of Asian Americans comes from posting jobs on Monster.com, etc and attending career fairs throughout the state.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Recruitment efforts will be directed toward addressing underutilization as outlined in the Affirmative Action Plan.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

NO

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Currently there we have no positions with Asian bilingual pay included.

2014 State Asian American Employment Plan Survey

Agency: Arts Council

Submitted: 1/9/2014 4:36:00 PM Certification: I Agree

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

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

16

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

5

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

It is the responsibility of the Director of Administration who is also the Personnel Manager and EEO/AA Officer to comply with the mandates of the Asian American Employment Plan. In addition, by receiving memo's from the Executive Director, Dept of CMS Personnel and IL Dept of Human Rights.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

NA

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The Agency completes the Affirmative Action Plan and is available to Senior Staff and the rest of the Agency staff if requested. After the plan is approved, Senior staff is notified of the underutilizations and will address it when possible during the hiring process. Also, by submitting and reviewing the EEO/AA Quarterly reports to the Dept. of Human Rights. The Agency is not underutilized under this category. The Agency is at parity.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

If and when the Agency is able to fill a vacancy, we will have an oral interview.

How does your agency determine your need for Asian language-speaking bilingual staff?

The IACA is a small Agency of 15 staff members. With only a few number of constituents that need technical assistance; we are able to assit their needs with other staff members.

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

The Agency completes the Affirmative Action Plan and is available to Senior staff and the rest of the staff if requested. The Agency will address underutilizations during the hiring process if any.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

We have one Asian American male staff member in the Agency that speaks Hindu. Most of the constituents contact the Agency by telephone and emails which they are transferred to the proper person. We had a part-time Asian American Female in Officials and Managers that spoke Chinese. In my Quarterly and EEO/AA plans submitted, the part-time personnel was not counted. Therefore, they are not included in this report.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The IACA has offered staff the opportunity to receive outside training to enhance their technology skills. The Agency has encouraged the Union employees to take advantage of the Upward Mobility Program if qualified. Emails and announcements are forwarded to all staff who are interested in attending any other training offered by the State.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Director of Administration/Personnel manager submits the mandatory paperwork of the Hiring and Promotional Monitor to the Dept. of CMS Personnel Transactions when a position has been filled. CMS Personnel Transactions will not accept documents from our Agency without the proper forms in order to process the paperwork.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Agency will continue to hire and promote Asian Americans to reach parity in the underutilization categories. The IACA is at parity in this category.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

With a staff of 15 employees, the Agency has one Asian American male.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Agency monitors the success by submitting EEO Quarterly reports to the Dept. of Human Rights.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

NA

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The IACA continues to monitor the underutilizations and hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible. The Agency is at parity.

2014 State Asian American Employment Plan Survey

Agency: Capital Development Board

Submitted: 12/4/2013 11:03:00 AM Certification: I Agree

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

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

131

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

24

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

6

For FY13 how many positions were filled under the Rutan process?

13

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

8

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

21

How many Asian American employees were hired during FY 13?

1

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?

The Personnel Unit advises management/senior staff of the underutilization status of the agency quarterly and during the hiring process. Management receives a copy of the Affirmative Action Plan and Quarterly reports.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

no

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

CDB will continue to utilize various minority outreach programs during the hiring process, when appropriate, in order to reach eligible candidates.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

CDB has no positions with a bilingual option.

How does your agency determine your need for Asian language-speaking bilingual staff?

The need for Asian language speaking bilingual staff is not existent at this time. Should the need arise, the agency will re-evaluate our workforce and make the necessary changes.

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

CDB allocates funds specifically for the training and development of all employees. Reasonable requests are approved and paid for by the agency. Code employees are also eligible to participate in the Upward Mobility program offered by CMS and costs are paid for by the agency.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

A Hiring/Promotion monitor is completed by the Personnel Administrator when an applicable employment transaction occurs.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Due to CDB's minimal interaction with the general public, we have not experienced the need to assess this area.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

CDB is constrained by budget and headcount issues, the AFSCME contract and Personnel Code when hiring employees. That being said, the agency is committed to using all available resources to recruit and hire minority candidates.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

CDB hired one Asian-American employee in the Professional category.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

CDB will continue to utilize various minority outreach programs when filling positions in order to recruit qualified minority candidates.

2014 State Asian American Employment Plan Survey

Agency: Central Management Services

Submitted: 12/20/2013 5:29:00 PM Certification: I Agree

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

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

325	Officials and Managers
485	Professionals
77	Technicians
12	Protective Service Workers
62	Para-Professionals
47	Office and Clerical
335	Skilled Craft Workers
142	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,485

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

8

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

2

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

19

For FY13 how many positions were filled under the Rutan process?

104

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

35

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

104

How many Asian American employees were hired during FY 13?

3

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?

The EEO/AA Officer sends the quarterly Underutilization Summary by Region to the Division/Bureau Chiefs, as well as the Shared Services Center, making them aware of the areas in which an underutilization exists. CMS' legal department is still engaged with legal counsel from the Governor's Office and the Department of Human Rights to determine the permissible scope of expanded efforts to increase diversity.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No.

If so, please provide the name(s):

The Department does not have a designated liaison but the manager (Carlos R. Charneco) of the DEP represents CMS in recruiting all minorities. In addition, the duties of EEO Officer Fred Stewart include outreach to minority groups and provides guidance to the DEP and personnel staff on addressing minority hiring.

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

See response to question number 24.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

CMS regularly attends job fairs where we recruit candidates for employment. Additionally, the EEO/AA Officer sends the quarterly Underutilization Summary by Region to Division/Bureau Chiefs, as well as the Shared Services Center, advising them of the areas in which underutilizations exist.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Written and oral tests are administered to determine the requisite skills of the applicant.

How does your agency determine your need for Asian language-speaking bilingual staff?

By using surveys such as the Bilingual Needs and Bilingual Pay survey, and reports from staff who interface with our clients on a regular basis. As the need for an Asian language speaker is needed then the a linguist will be obtained through the use of the Master Contract, and reports to senior CMS staff.

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

See response to question number 29.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

We would make use of the Master Contract for cases like these.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The Upward Mobility plan is available for assisting employees in getting a promotion, as well as the tuition assistance program, when funds are available. Additionally, employees are able to use the Illinois Statewide Training Clearinghouse to take courses that would enhance their skills making them better candidates for promotions and/or their own self-development.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO/AA Officer requests promotional and eligibility lists for all hiring and promotional monitors with the exception of RUTAN exempt hires and promotions. The EEO/AA Officer will not concur with a hire/promotion without the promotion or eligibility list, when one exists. Discussions with Shared Services occur as needed when there are questions about a hire or promotion.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Recruit more minorities.

Does your Agency have an Asian American Advisory Committee?

Yes

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

None.

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

None have been made.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

By continuing to recruit Asian Americans and other minorities at all job fairs and events we attend.

2014 State Asian American Employment Plan Survey

Agency: Children and Family Services

Submitted: 12/19/2013 6:02:00 PM Certification: I Agree

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

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

645	Officials and Managers
1,991	Professionals
39	Technicians
0	Protective Service Workers
118	Para-Professionals
272	Office and Clerical
2	Skilled Craft Workers
9	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,732

As of June 30, 2013, provide the underutilization for African Americans by category:

2	Officials and Managers
39	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, 2013 how many senior staff report to the Agency Director(s)?

12

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

2

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

4

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

115

For FY13 how many positions were filled under the Rutan process?

115

For FY13, in how many Rutan interviews did Asian American interviewers participate?

17

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

243

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

7

How many employees were hired during FY 13?

132

How many Asian American employees were hired during FY 13?

11

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?

Compliance with the legislative mandates of the Asian-American Employment Plan is discussed during Executive Staff/Deputies meetings. Deputies then instruct their respective staff who are responsible for hiring, interviewing, recruiting, and EEO of the mandates and a quarterly report of underutilization is provided to Deputies and the Office of Employee Services. The Deputy Director of Affirmative Action reviews all promotion and hiring monitors for compliance with the mandates. DCFS conducts Rutan Interview and Selection Training to ensure proficiency with the Rutan interview and selection process. The Office of Human Resources also conducts training of personnel liaisons on topics of hiring interviewing, recruitment, and Human Resource Compliance items. DCFS has an established Diversity committee that meets on a regular basis. The purpose of the Diversity Committee is to address underutilization, recruitment, retuention, and analyzes strategies to ensure improvement with respect to diversity. The committee consists of the Deputy Directors of Affirmative Action and the Office of Employee Services, the Chief of African-American Services, Chief of Latino Services, a representiative from the Asian American Advisory Council (presently vacant) a representative from the Division of Communications, and a representative from direct services.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

yes

If so, please provide the name(s):

Currently vacant. However, the Asian American Council members worked with communities.

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The Chief of Asian American Services is currently vacant. Once filled, the position holder will serve as the Department liaison to the Asian American community and a resource for community-based groups and other stakeholders, including, but no limited to, recruitment of Asian American staff, facilitate career development for Asian American staff through a variety of culturally and linguistically appropriaqte training programs and collaberating with the Asian-American Advisory Council and Asian American stakeholders. The Chief of Asian American services will engage in a wide range of community outreach, advocacy, and trainings in the Asian Americal community as well as assisting other DCFS Divisions in the recruitment of Asian American employees, drafting staff career development proposals, and assisting in the development of community forums and culturally sensitive services.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The Selection and Recuitment Unit (S&R) attends a variety of recruitment events such as College/University Job Fairs, Unemployment Job Fairs, and visiting of community and junior colleges to potential of various degrees and career opportunities in state government as well as training on the application process to state government. DCFS maintains an electronic mailbox for all inquiries regarding employment opportunities, recruitments, applications and general questions. As well as develops and produces recruitment/promotional literature for use when DCFS staff attends or recruits at community events and/or functins. In addition, S&R maintains and updates the agency's employment opportunity website and electronically posts all available vacancies on CMS website and college/university sites. S&R has developed and conducted workshop sessions designed to address the hiring and interview process. All academic interns are encouraged and advised on how to apply for employment with DCFS prior to the end of their internships. The Office of Affirmative Action and S&R have also initiated meetings with several Asian American community stakeholders to create a partnership to increase awareness of employement opportunities with DCFS, the application process and sources of applicant referrals.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

A structured interview of oral and written skills.

How does your agency determine your need for Asian language-speaking bilingual staff?

By the caseload ratio of cases identified as Asian language speaking clients.

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

The workshops/job fairs targeting the Asian- American Population were added this year. In addition, OES conducted a series of employment workshops targeted to former DCFS academic interns for the direct service CFS intern titles. A series of these workshops occurred throughout the state in all of the DCFS regions. As part of the workshop- Demystifying the DCFS Hiring Process, we addressed the importance for potential candidates to self-disclose ethnic/race as well as disable in the application process. In addition, to the traditional recruitment, OES worked in expanding electronic recruitment efforts. Specifically we worked on expanding into virtual career fairs and developing video for DCFS employment Opportunity Links Website. The DCFS Employment link is available in both English and Spanish. Due to agency budget restrictions and prospective layoffs, we had to delay the virtual career fairs as well as the production of video.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Communication with those who are limited English speakers are handled by first seeking the assistance of an employee in a bilingual title consistent wiht the language spoken by the caller or walk-in. If no such person is available, the language line is used.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

DCFS is comprised of a majority of collective bargaining staff. Promotions are mainly based on seniority. The Department also has an Upward Mobility Program. The Training Division provides on-going skill-based and self development training to all staff.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

A quarterly report of underutilization is provded to Deputies and the Office of Employee Servies to use during their recruitment, interviewing and selection processes. The Office of Employee

Services ensure that Hiring and Promotion Monitor Reports accompany all new hires and promotions. The Deputy Director of Affirmative Action reviews all monitor reports for compliance with the mandates.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Not aware of any at this time.

Does your Agency have an Asian American Advisory Committee?

Yes

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

The Department has an Asian-American Advisory Council but the Chairmanship of the Council is vacant. No recommendations have been made in FY2013.

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The agency was successful in decreasing the number of underutilized categories in that 11 new hires were Asisan American. See next for more detail.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The underutilization in the Off/Adm category was decreased by 1 from the previous year, the Professional category was decreased by 3 and the Off/Cl is now at parity. The Tecnical category remains at 1.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

For Asian American recruitment activity in addition to the recruitment events, OES has promotional posters printed in Chinese which are distributed to college placement offices and community organizations. In addition, during this fiscal year, OES developed concept of doing targeted workshop/job fairs directly in the Asian American communities throughout the state. OES worked with the Governor's Office Senior Policy Advisor & Director of Asian American Outreach in establishing a series of workshop/job fairs in the Asian American Communities. During the fiscal year we completed 2 of the first workshops in Champaign and Chicago. Another series of at 4 have been identified for the new fiscal year. Plan for the new fiscal year include identifying local colleges with significant percentage of Asian American student population to conduct work shop/mini job fairs and Meet & Greets to address DCFS and employer and the State Hiring Process. In addition, working in connection with the OAA to meet directly with community organizations to introduce DCFS and to assist introducing DCFS into the Asian American Community located in Illinois.

2014 State Asian American Employment Plan Survey

Agency: Civil Service Commission

Submitted: 12/5/2013 10:56:00 AM Certification: I Agree

Individual Information: Andrew Barris, Assistant Executive Director, 607 East Adams Springfield Illinois 62701, 217 782 7373, andrew.barris@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

4

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

1

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

na

If so, please provide the name(s):

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

How does your agency determine your need for Asian language-speaking bilingual staff?

The Civil Service Commission only has four employees and has not had a funded vacancy since

2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

List employment strategies used in FY 13 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 and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Civil Service Commission only has four employees and has not had a funded vacancy since 2010. In fact, the Commission has only had two vacancies since 2005. Therefore, there is no budget allocation for any employment programs whatsoever as the Commission does not have the funding or ability to hire new employees.

2014 State Asian American Employment Plan Survey

Agency: Commerce and Economic Opportunity

Submitted: 12/20/2013 9:23:00 AM Certification: I Agree

Individual Information: Victoria Dawn Benn, Agency-Wide EO Compliance/Education & Training Mgr., 500 East Monroe Street, 8th Flr., Spfld., IL. 62701, 217/524-2997, Victoria.Benn@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

5	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

376

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

26

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

9

For FY13 how many positions were filled under the Rutan process?

1

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

45

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

4

How many employees were hired during FY 13?

28

How many Asian American employees were hired during FY 13?

1

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?

When DCEO's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in underutilized or utilized areas, the DCEO Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or their staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws; Staff within the Office of Human Resources as well as DCEO's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Asian-Americans; DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Acting Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Asian-Americans to the workforce; The Deputy Director of EOMC and the DCEO Agency-wide Equal Opportunity Compliance Manager met with the Acting Deputy Director of Human Resources and their staff to strategize our efforts to increase the number of highly qualified Asian-Americans at DCEO as well as to meet the AA goals.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Anita Patel/DCEO Chief Financial Officer

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The Director places great emphasis on hiring/promoting highly qualified Asian-American applicants and employees within management and professional level positions within the Department. With that said, the Director has designated Anita Patel, DCEO Chief Financial Officer, as our liaison for Asian-American Affairs. And the Honorable Governor Pat Quinn has appointed Ms. Patel as a member on the Asian-American Employment Plan Advisory Council, which meets on a monthly basis. Prior to and during the period when vacancies arise, the DCEO liaison for Asian-American Affairs and the DCEO Agency-wide Equal Opportunity Compliance and Education/Training Manager work together to maintain excellent business relations with internal and external recruitment sources such as: various Local and State Officials of Asian-American descent that have offices throughout the State of Illinois; Minority and Women

Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Diversity Enrichment Program; Representatives from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; State agency Recruitment Managers; The Manager of the CMS Veterans Outreach Program; The Illinois Association of Minorities in Government (IAMG); Liaisons from the Illinois Dept. of Human Rights in Springfield and Chicago; And Illinois Worknet facilities that are identified by the DCEO Office of Employment & Training and located in predominately Asian-American communities. DCEO maintains a business relationship with the following community outreach partners, just to name a few: Theresa Mah, Senior Policy Advisor and Director of Asian-American Outreach/Office of Governor Pat Quinn Mr. Chi Can To, Executive Director, Chicago Chinatown Chamber of Commerce Mr. Ray Kim, Chicago Korean American Chamber of Commerce Ms. Vandana Dalal, Director, Midwest Asian-American Center of Chicago Maria Talis, Employment Service Supervisor, IL. Worknet Office (Pilsen location) Susan Allen, Compliance Liaison, Illinois Department of Human Rights - Springfield Chet Pinski, Compliance Liaison, Illinois Department of Human Rights - Chicago Carlos Charneco, Manager, CMS Chicago Diversity Enrichment Program Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program Mac McKelvey, Manager, CMS Veteran's Outreach Program Statewide Agency EEO Managers State Agency Recruitment Managers Stephen Cantine, Director, Career Center of ISU Linda Moore, Director, EIU Career Services Jaime Velasquez, Assistant Director, UIC Office of Career Services Tammy Craig, Director UIS Career Development Center Jaci DeBrun, Manager, CMS/ SD Program DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our budget permits. DCEO initiated or assisted in the following employment activities in an effort to help make Asian-Americans aware of our diverse programs and service as well as to increase the number of highly qualified Asian-Americans in the workforce: The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager met on January 29, 2013 to discuss the Department's underutilization concerns, employment process and how we might work together to increase the number of highly qualified minorities within the DCEO workforce. As an active member of the Disability Hiring Initiative Committee (DHIC), DCEO assisted in the coordination and successful completion of the first ever Employment Webinar for Persons with Disabilities, March 27, 2013, Springfield, Illinois The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager assisted the DCEO Office of Women's Business Development during the Inaugural Women Business Owner's Symposium held at UIC, March 29, 2013, Chicago, Illinois The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager met on April 17, 2013 with representatives from IDHR and CMS to discuss the significance of the CMS Successful Disability (SD) Opportunities Program and how we might be able to work together. On a regular basis DCEO identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY13, the Department notified those staff members who are still involved in the Rutan hiring process to participate in the new on-line Rutan Refresher course. And to notify newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible, April 3, 2013. The Department participated as a recruiter/exhibitor at the 25th Annual Illinois Association of Minorities in Government (IAMG) Training Conference, May 8 - 10, 2013, Springfield, Illinois. The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes. The Department maintains recruitment files compiled with lists of highly qualified individuals, including Asian-American applicants and

employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources. Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Asian-American applicants for state service. The DCEO Office of Equal Opportunity Monitoring & Compliance prepared and provided a general step by step process to a representative of the Governor's Office for the benefit of assisting highly qualified Asian-Americans who are not currently employed with the State of Illinois as to how to apply for state service within DCEO. The DCEO Office of Equal Opportunity Monitoring & Compliance also assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application. DCEO's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal Asian-American employees to DCEO management staff for consideration when promotional opportunities arise. As a result the Department hired: One (1) highly qualified Asian-American Woman Official/Administrator who works in the DCEO Chicago Office of the Director

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List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Please see response to Question #26.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The Department conducts an oral interview in the presence of a person who can speak the language in question.

How does your agency determine your need for Asian language-speaking bilingual staff?

The need is determined through a review of the CMS-104 Position Description which is based on programmatic needs, the physical location of the position in question and by assessing population trends and requirements.

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

DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our budget permits.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Department can access language interpretive services (for 150 languages) through the Illinois Department of Central Management Services.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for Asian-American employees so they have an opportunity to take advantage of career advancement opportunities within the Department. DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible

employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Per Section 2520.770 (h) of the Human Rights Rules and Regulations this law requires agencies to use hiring and promotion monitors whenever personnel transactions occur for (full-time, permanent hires, part-time permanent hires and promotions in the agency, including trainees, provisional employees and semi-automatic promotions pursuant to the collective bargaining agreement). As stated in the rules: "No hire or promotion commitment shall be made until the agency EO Manager or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Director or designee shall sign and date the monitor, indicating approval. All staff within DCEO's Office of Human Resources has been made aware of this law when they attend the monthly personnel managers meetings sponsored by CMS. And the DCEO Office of EOMC reminds HR on a periodic basis of this mandate.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Both the AAEAC, DHR and CMS should work together to develop an electronic on-line training session for hiring authorities and HR personnel indicating how the importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts) are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be made mandatory within all state agencies, especially for hiring authorties and HR personnel; Rutan training should be made available in the Chicago area; The State of Illinois should consider increasing the number of highly qualified minorities as Human Resource Managers.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Department assesses the staffing needs to serve the Asian-American community through communication with our Program Managers, Regional Economic Development staff and the DCEO Asian-American liaison.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

2013 Asian-American employee summary:2014 Asian-American employee summary: 6 – Officials/Managers 5 – Officials/Managers 6 – Professionals 4 – Professionals 0 – Para-Professionals 0 – Para Professionals 0 - Office/Clerical 0 – Office/Clerical 0 – Skilled Craft Worker 0 – Skilled Craft Worker

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Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Officials/Administrators – Asian-Americans During FY13 one (1) Asian-American was hired into the Officials/Administrators EEO job category: 1-Asian-American Woman Senior Policy Advisor/DCEO Director's Office - Region 1/Cook County Note: No Asian-American Officials/Administrators were promoted during this period During FY13 two (2) Asian-American Officials/Administrators chose to voluntarily retire or separate by other means from state service: 1-highly qualified Asian-American Male Official/Administrator from the DCEO Chicago Office of Entrepreneurship, Innovation & Technology 1-highly qualified Asian-American Male Official/Administrator from the DCEO Chicago Director's Office Professionals – Asian-Americans Note: No Asian-American Professionals were hired/promoted during this period During FY13 two (2) Asian-American Professionals chose to voluntarily retire or separate by other means from state service 1-highly qualified Asian-American Male Professional from the DCEO Springfield Office of Energy & Recycling 1-highly qualified Asian-American Woman Professional from the DCEO Springfield Office of Information, Technology & Management

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Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Department maintains strong relationships with internal and external recruitment sources and community outreach partners. DCEO will continue to participate in employment and career fairs sponsored by organizations affiliated with statewide professional minority organizations.

2014 State Asian American Employment Plan Survey

Agency: Corrections

Submitted: 12/18/2013 11:37:00 AM Certification: I Agree

Individual Information: Karey Wanless, IDOC Personnel Manager, 1301 Concordia Court Springfield, 217-558-2200, Karey.Wanless@doc.illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

352	Officials and Managers
1,324	Professionals
310	Technicians
7,677	Protective Service Workers
177	Para-Professionals
275	Office and Clerical
318	Skilled Craft Workers
681	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,114

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

15

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1,226

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

4

How many employees were hired during FY 13?

612

How many Asian American employees were hired during FY 13?

1

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?

Recruiters Particpate in job fairs and recruitment activites that target Asians that are sponsored by educational institutions and governmental entities. Also participates in recruitment workshops and work with Asian American Employment Plan Advisory Council to focus on underutilization in targeted areas

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Attend Recruitment fairs and particpate in informational sessions and provide IDOC's Affirmative Action plan for State Asian American Emplyment Plan

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How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

An assessment of the need for Bilingual qualifications is done when filling a vacancy. If it is ddetermined that Bilingual need is necessary, the position is backfilled with a bilingual option. Oral and written test are given to determine if candidate is qualified

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How does your agency determine your need for Asian language-speaking bilingual staff?

Determined by our inmate population and how many Asian American inmates in each facility

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

Recruiters attend recruitment fairs and participate in informational workshops/sessions as well as reach out to Asian organizations thru their websites to provide them with information on state positions and the hiring process

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Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Staff assist who have bilingual skills

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Staff opportunities for promotion exist within the negotiated contractual language regarding filling of vacancies. The upward mobility program is also available and encouraged within the Dept. of Corrections for career advancement.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

With each recommendation for hire, promotion or geographical/job category transfers, a hiring and promotion monitor is submitted and approved by the agency EEO/AA Officer prior to any committments being made to fill the position

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Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

To continue to hire and promote Asian Americans to reach parity in the underutilized categories

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Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

By conducting an availability analysis to compare the workforce of each facility with the availability of minority groups and females in its surrounding labor area. Also through recruitment efforts

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Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There has not been any charges in underutilization of Asian Americans

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Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

IDOC continnues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible.

2014 State Asian American Employment Plan Survey

Agency: Criminal Justice Information Authority

Submitted: 12/30/2013 12:51:00 PM Certification: I Agree

Individual Information: Luz Agosto, Associate Director of Human Resources, 300 W. Adams St., Suite 200, 312-793-0473, luz.agosto@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

1	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

84

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

6

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

We support equal employment opportunity. We interview all qualified candidates as provided by the CMS recruitment process.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

0

If so, please provide the name(s):

Not applicable

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

Not applicable

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Not applicable

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Not applicable

How does your agency determine your need for Asian language-speaking bilingual staff?

Not applicable

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

Not applicable

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Not applicable

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Not applicable

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Employment training as directed by CMS.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Not applicable

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

Not applicable

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Not applicable

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Not applicable

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Not applicable

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Not applicable

2014 State Asian American Employment Plan Survey

Agency: Deaf and Hard of Hearing Commission

Submitted: 12/20/2013 4:15:00 PM Certification: I Agree

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

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

7

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

3

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

1

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

The appropriate staff has been advised of the requirements of the Asian American Employment Plan. To ensure compliance, the agency interviews all applicants on the CMS eligible list.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No.

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

In addition to posting on the CMS system, all job vacancies are posted to various deaf and disability organizations. When vacancies exist, IDHHC uses all forums available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations. Given the population that IDHHC serves, the requirement that all employees are fluent in American Sign Language is a necessity. Unfortunately, this requirement substantially limits the number of qualified applicants available when filling vacancies.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The Director assesses bilingual skills for American Sign Language (ASL) during interview and ability to use ASL to communicate with deaf staff on a daily basis. Currently, the only bilingual positions involve ASL.

How does your agency determine your need for Asian language-speaking bilingual staff?

Due to the agency's limited headcount and the population it serves, it currently does not have a need for an Asian language-speaking bilingual position.

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

In addition to posting on the CMS system, all job vacancies are posted to various deaf and disability organizations. When vacancies exist, IDHHC uses all forums available to recruit new employees including deaf events such as Deaf Nation and ADA Celebrations. Given the

population that IDHHC serves, the requirement that all employees are fluent in American Sign Language is a necessity. Unfortunately, this requirement substantially limits the number of qualified applicants available when filling vacancies.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

If an Asian client does not communicate using American Sign Language, IDHHC would utilize the telephone conversation language interpretation contract negotiated by CMS.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

None. Due to the agency's limited headcount and budget restraints, no special internal employment programs are formed. All employees are able to request training opportunities available through the Statewide Training Clearinghouse offered to state employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer and Personnel Manager coordinate the completion of the hiring and promotion monitors. The Personnel Manager has added both to the required paperwork checklist utilized for new employees and promotions.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Continue seeking qualified applicants from a variety of sources including those specific to the Asian American community and consult with DHR & CMS when vacancy occur on additional recruitment opportunities.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Due to the limited headcount and vacancies available, IDHHC continues to seek qualified applicants.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Continue seeking qualified applicants from a variety of sources including those specific to Asian American individuals.

2014 State Asian American Employment Plan Survey

Agency: Developmental Disabilities Council

Submitted: 12/12/2013 9:27:00 AM Certification: I Agree

Individual Information: Janinna Hendricks, Fiscal & Operations Director, 830 South Spring Street, Springfield, IL 62704, 217-782-9696, Janinna.Hendricks@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

9

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

2

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

1

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

The Council's Personnel Officer is responsible for ensuring that the Council is complying with the Asian American Employment Plan.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

NA

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

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

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

NA

How does your agency determine your need for Asian language-speaking bilingual staff?

The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced no need for bilingual employees. The Council currently utilizes Tele-Interpreters to assist people who speak other languages when necessary.

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

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

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Illinois Council on Developmental Disabilities does not provide direct services and therefore

has experienced very minimal need for communication with people who are limited English speakers. The Council currently utilizes Tele-Interpreters to assist people who speak other languages when necessary.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

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

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Council's Personnel Officer is responsible for ensuring that the Hiring and Promotion Monitors are completed correctly and signed by the appropriate people.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Council has received no recommendations from any of the above listed entities.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Illinois Council on Developmental Disabilities does not provide direct services and therefore has experienced very minimal need for communication with people who are limited English speakers. The Council currently utilizes Tele-Interpreters to assist people who speak other languages when necessary.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Council is committed to hiring individuals from diverse backgrounds, including people with disabilities. One hire occurred in FY 13 and it was an African American candidate.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Council looks forward to working with CMS Personnel's Diversity Outreach staff in the future to effectively recruit and hire a diverse staff team. This includes Asian Americans as well as individuals from other minority groups, including people with disabilities.

2014 State Asian American Employment Plan Survey

Agency: Emergency Management Agency

Submitted: 12/16/2013 11:04:00 AM Certification: I Agree

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

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

214

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

1

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

40

For FY13 how many positions were filled under the Rutan process?

4

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

7

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

9

How many Asian American employees were hired during FY 13?

0

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?

The IEMA EEO/AA officer is responsible for ensuring compliance.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The Agency EEO/AA officer provides job postings to organizations that help place minorities in state government.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The agency EEO/AA officer provides job postings to organizations that help place minorities in state government jobs.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A. IEMA doesn't have any bilingual positions.

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

The agency EEO/AA officer provides job postings to organizations that help place minorities in state government jobs.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

IEMA has the ability to utilize resources from our partners at other state agencies.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

IEMA participates in the Upward Mobility Program. Additionally, IEMA encourages employees to take advantage of training opportunities in and out of state government.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Public Safety Shared Services and CMS will not process any transactions without the appropriate monitor. The agency EEO/AA officer is responsible for ensuring the monitor is completed.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

IEMA Senior Staff reviews contacts with constituents to assess staffing needs.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

IEMA will continue to reach out to organizations that assist minorities with placement in state government positions.

2014 State Asian American Employment Plan Survey

Agency: Employment Security

Submitted: 12/20/2013 4:32:00 PM Certification: I Agree

Individual Information: Caroline J. Alamillo, Interim EO Officer, 33 South State Street, 10th Floor, Chicago, IL 60603, 312-793-9290, Caroline.Alamillo@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

14	Officials and Managers
48	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, 2013, 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
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, 2013, provide the number of funded positions within each of the following EEOC categories:

235	Officials and Managers
1,132	Professionals
18	Technicians
0	Protective Service Workers
38	Para-Professionals
22	Office and Clerical
0	Skilled Craft Workers
4	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,451

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

70

How many Asian American interns or student workers did you employ during FY13?

5

How many minorities' interns or student workers did you employ during FY13?

56

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

13

For FY13 how many positions were filled under the Rutan process?

132

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

421

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

14

How many employees were hired during FY 13?

65

How many Asian American employees were hired during FY 13?

9

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?

Periodic meetings with Human Resources Staff; Outreach staff & Operations staff receive reminders on recruitment. Director's reviews of EO Human Rights Quarterly Reports.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Betty Torres, Human Resources Manager

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

Notices sent out randomly - distribution list not sorted by race, follow Policies & Procedures. Outreach to Asian American community organizations.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Sharing IDES job postings w/job seekers in local offices that serve significant Asian populations. IDES participated in and coordinated job fairs, took part in job & resource fairs, hosted by faith-based organizations.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Give oral interviews and also written tests.

How does your agency determine your need for Asian language-speaking bilingual staff?

Community based EO monitoring of local offices.

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

Reach out to Asian American community organizations.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Bilingual staff will take phone calls & service walk-in clients. If no bilingual staff are available, telephone interpreter services are used. Propio is the designated vendor used for telephone interpreting.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Agency informs employees of the availability of Upward Mobility & tuition reimbursement. A manual on job bidding is posted on internal website. Human Resources staff are available to answer questions. Other Paid Leave granted to employees to attend ILL Assoc. of Minorities in Govt. meetings.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO office provides underutilization information to Human Resources (HR) & reviews all hiring & promotion monitors. HR staff & EEO staff meet periodically to ensure compliance w/CMS rules. EO officer will review selection of candidates before an appointment has been made. IDES incorporated the process within its policy & procedures (P&P1203) to ensure the underutilization of minorities is considered.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

DHR/CMS sends postings that are put on CMS website. EEO directs agency employees to that website.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Community based EO monitoring of local offices.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Number of Asian American Officials/Administrators increased from 12 to 14 compared to the past fiscal year 2012. Number of Asian Americans in Professional category increased from 54 to 58 compared to the past fiscal year 2012.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Number of Asian American Officials/Administrators increased from 12 to 14 compared to the past fiscal year 2012. Number of Asian Americans in Professional category increased from 54 to 58 compared to the past fiscal year 2012.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Sharing IDES job postings w/job seekers in local offices that serve significant Asian American populations. IDES will continue to participate in and coordinate job fairs & resource fairs.

2014 State Asian American Employment Plan Survey

Agency: Environmental Protection Agency

Submitted: 12/17/2013 3:59:00 PM Certification: I Agree

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

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

8	Officials and Managers
42	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

144	Officials and Managers
570	Professionals
55	Technicians
0	Protective Service Workers
46	Para-Professionals
59	Office and Clerical
3	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

812

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

8

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

45

How many Asian American interns or student workers did you employ during FY13?

5

How many minorities' interns or student workers did you employ during FY13?

12

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

6

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

13

For FY13 how many positions were filled under the Rutan process?

9

For FY13, in how many Rutan interviews did Asian American interviewers participate?

3

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

41

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

How many employees were hired during FY 13?

16

How many Asian American employees were hired during FY 13?

1

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?

The Office of Human Resources, the personnel liaisons for each Bureau, the Director,Deputy Director, Labor Relations Manager and other senior staff are provided copies of the Agency's Affirmative Action Plan whcih includes information about the underutilization of Asians and the numeric goals to reduce underutilization.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The EEO/AA Officer works with the Office of Human Resources by sharing uderutilization information. In addition to developing an Asian Employment Plan, the Agency attends a number of diversity fairs and invites Asians on open competitive lists for interviews whenever possible.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The only bilingual positions the Agency has are Spanish Speaking. A structured oral interview is used to assess the bilingual skills of applicants when the positions are filled. They were given written paragraphs in Spanish and English and had to translate.

How does your agency determine your need for Asian language-speaking bilingual staff?

The Agency does a sample in the office that takes calls from the public. If there a need for Asian speaking bilingual staff was identified from the sample, the Office of Human Resources would address it.

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

The Agency has not identified a need for bilingual/Asian American employees.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

If the Agency identified a need, it would address it with Asian staff that are current employees or provide an interpreter.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

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

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Hiring and Promotion monitors are completed by the Office of Human Resources and reviewed quarterly by the Department of Human Rights.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

See #29.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Official/Manager: 8 Professional: 42 Technicians: 1 ParaProfessional: 0 Office/Clerical:0 Skilled Craft: 0

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There was a decrease of one Professional.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Agency has not identified a need to increase Asian American languages speaking bilingual staff.

2014 State Asian American Employment Plan Survey

Agency: Executive Ethics Commission

Submitted: 1/7/2014 10:00:00 AM Certification: I Agree

Individual Information: Adam Alstott, Deputy General Counsel/EEO/AA Officer, 518 Wm. Stratton Bldg. 401 S. Spring Springfield, IL 62706, (217) 558-3724, adam.alstott@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

76

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

12

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

10

How many Asian American employees were hired during FY 13?

0

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?

The EEC has no Coded or Union positions, so many of the initiatives in the plan are inapplicable. However, in addition to posting vacant positions on the requisite CMS websites, the EEC has sent the position postings to the Illinois Association of Minorities in Government, the Illinois Department of Employment Security, and L.U.L.A.C. Internal meetings have also regularly included discussion of potential EEO hiring initiatives.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

In addition to posting vacant positions on the requisite CMS websites, the EEC has sent the position postings to the Illinois Association of Minorities in Government, the Illinois Department of Employment Security, and L.U.L.A.C. The EEC has also made efforts to reach participants in the University of Illinois at Springfield's Graduate Public Service Internship Program.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The EEC does not have bilingual option positions.

How does your agency determine your need for Asian language-speaking bilingual staff?

The EEC does not have positions that require bilingual staff.

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

All of the Chief Procurement Offices' Procurement Professionals were free, comprehensive training from the National Institute of Government Purchasing in order to aid in their obtaining/retaining their professional accreditation.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Hiring and Promotion Monitor Requirements are not applicable to the EEC, as there are no Coded or Rutan positions.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Our annual Affirmative Action Plan showed no underutilization in any EEOC category.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Flat

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

1. Continue our current practices related to job postings. 2. Increase efforts at Illinois Universities regarding entry level positions and potential internship opportunities.

2014 State Asian American Employment Plan Survey

Agency: Financial and Professional Regulation

Submitted: 12/18/2013 4:18:00 PM Certification: I Agree

Individual Information: Vivian Toliver, PSA 1, James R. Thompson Ctr, 100 W. Randolph St., Suite 9-300, Chicago, IL 60601, (312) 814-1764, vivian.toliver@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

5	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

122	Officials and Managers
297	Professionals
14	Technicians
0	Protective Service Workers
60	Para-Professionals
30	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

431

As of June 30, 2013, provide the underutilization for African Americans by category:

0 Officials and Managers
9 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, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

31

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

4

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

3

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

22

For FY13 how many positions were filled under the Rutan process?

6

For FY13, in how many Rutan interviews did Asian American interviewers participate?

2

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

73

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

21

How many Asian American employees were hired during FY 13?

0

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?

The Shared Services Center ensures that IDFPR complies with all the Hiring and Promotion Monitor requirements.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

IDFPR does not actively recruit any employment group. However, IDFPR does post current agency openings, post the job openings to IDFPR's employment website, e-mail job postings to other agencies; and, to outside employment websites.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The Shared Services Center conducts a written and oral test of each candidate for a bilingual position. The test requires each candidate to translate a paragraph from English to the designated language, read a paragraph in the designated language, and then translate the paragraph in English. Based on each candidate's answer, Shared Services determines if the candidate's can speak, read, and write the designated language at a colloquial level.

How does your agency determine your need for Asian language-speaking bilingual staff?

Determination would be made by the number of telephone inquires and complaints received by IDFPR that require translators; and, the number of licensees who require translators during an investigation and/or examination.

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

Please see question No. 27.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Although none of our employees receive Asian bilingual pay, we would contact one of our Asian employees and see if they are able to communicate with the limited English speaker.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

All employees are encouraged to take advantage of CMS's training programs.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Shared Services Center ensures that IDFPR complies with all the Hiring and Promotion Monitor requirements.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

There have been no recommendations by the Council, DHR, CMS or the Auditor General.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The staffing needs would be determined on the number of telephone calls, complaints, and license applications submitted by the Asian community.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Please see question No. 27.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Please see question No. 27.

2014 State Asian American Employment Plan Survey

Agency: Gaming Board

Submitted: 12/19/2013 4:38:00 PM Certification: I Agree

Individual Information: Karen Weathers, EEO Officer, 801 S. 7th Street, Suite 400 Springfield, Il 62706, 217-558-3019, karen.weathers@igb.illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

158

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

48

For FY13, in how many Rutan interviews did Asian American interviewers participate?

4

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

9

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

25

How many Asian American employees were hired during FY 13?

0

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?

The Illinois Gaming Board's hiring and interview processes are conducted by the A & R Shared Services Center. All staff are Rutan certified and well versed on the rules and procedures state agencies are mandated to follow.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Karen Weathers, EEO Officer

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The EEO Officer coordinates the recruitment efforts for the Illinois Gaming Board, and the IGB will continue to participate in various job fairs and other outreach efforts within the State of Illinois. It is a goal of this agency to address the Asian underutilization in FY 14 by utilizing CMS' Diversity Enrichment Program and other recommended sources made by CMS, DHR, or any interested individual within the Asian community.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The Illinois Gaming Board was able to participate in two job fairs this year; one at Joliet Jr. College and another at the Rock Island Arsenal. IGB will continue outreach efforts regarding IGB employment opportunities.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

There are no designated bilingual designated positions at the Illinois Gaming Board.

How does your agency determine your need for Asian language-speaking bilingual staff?

Not applicable

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

The Illinois Gaming Board utilizes the State of Illinois Master Contract (Propio) for language interpretation needs for the Asian community when it is needed.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Illinois Gaming Board has at least one employee who speaks a several Asian languages, and we have been successful in communicating with Asian American clients. In the event that we do not have staff to assist, we will utilize the Master Contract. We recently utilized the Propio Language Services to translate Mandarin for a complex criminal case.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Central Management Services sponsors various career enhancement and self development programs to State of Illinois employees at no cost. The Illinois Gaming Board employees are encouraged to participate. Additionally, IGB has a semi-automatic promotional ladder that was negotiated for the titles of Gaming Special Agent Trainee to Gaming Special Agent, to a Gaming Senior Special Agent. We have one Asian employee who has requested and received tuition reimbursement.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

IGB relies heavily on the A & R Shared Services Center to follow all rules and regulations of the hiring process. In addition, the EEO Officer and Administrator review and sign all hiring and promotional monitors, and Shared Services provides the appropriate documentation to support such hires and promotions.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

IGB has not received any recommendations from DHR, CMS, or the Auditor General pertaining to the agency's Asian American Employment Plan.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

Not applicable

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Illinois Gaming Board is not aware of any staffing needs in order to serve the Asian American community. However, as the EEO Officer, Ms. Weathers is the designated contact if the Asian American community has any recommendations.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

As of June 30, 2013, IGB's 4th Quarter EEO Report reflected that 2 (1.27%) of the 158 employees are Asian. The Illinois Gaming Board continues to hire additional employees due to the demands of video gaming, and this expanding program will continue to provide future employment opportunities. We encourage all qualified candidates to apply for employment opportunities and we will continue to make outreach efforts to address the Board's underutilization of one (1) Asian employee.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No; the Illinois Gaming Board has maintained with 2 Asian employees in FY 2012 and 2013.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Illinois Gaming Board recommends that all interested candidates, including minorities, females, and disabled candidates, seek grades from CMS and to maintain their eligibility so that all candidates are prepared when advertisements for employment opportunities are made available. We will continue to make outreach efforts to address the Board's underutlization of 1 Asian employee.

2014 State Asian American Employment Plan Survey

Agency: Guardianship and Advocacy Commission

Submitted: 12/19/2013 11:44:00 AM Certification: I Agree

Individual Information: Bobbie Fox, Director Human Resources, 160 N. LaSalle St. Chicago, IL 60601, 312-793-5335, bobbie.fox@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

103

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

8

For FY13 how many positions were filled under the Rutan process?

6

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

4

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

4

How many Asian American employees were hired during FY 13?

0

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?

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

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

Not applicable

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The agency works with the Department of Human Rights to ensure that we concentrate on the underutilization of Asian Americans by offering an interview whenever someone from this EEO category applies and we have the opportunity to hire.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

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

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Structured oral interview.

How does your agency determine your need for Asian language-speaking bilingual staff?

Determined by the needs of our clients in a geographical area.

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

Lack of staff and funding prohibit us from setting aside line items for such employment strategies.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

We use our staff, staff from DHS and the state contracted interpreting agency.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Lack of funding prohibit us from setting aside line item for such employment strategies. However, employees are made aware of the State Upward Mobility Program.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

We have a hiring packet which now include the Hiring and Promotional Monitors located on our GAC intranet. It is easily accessible to the supervisors. Upon beginning the hiring process they are reminded that they are to complete the Monitors as part of this hiring packet. The EEO Officer and HR Director work closely with managers throughout the hiring process. Actual hire will not take place unless all appropriate documents are completed and signed off.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Determined by the needs of our clients in each geographical area.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Due to the size of the agency and lack of funding, we do not have many hiring opportunities.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Many of our hires must follow the contractual hiring procedure in the agreement between the State of Illinois and AFSCME. However, whenever we have the opportunity to interview an Asian American applicant, we will definitely follow thru in accord with the contract.

2014 State Asian American Employment Plan Survey

Agency: Healthcare and Family Services

Submitted: 12/19/2013 3:14:00 PM Certification: I Agree

Individual Information: Derrick Davis, Chief EEO/AA Officer, 401South Clinton, 5th Floor, Chicago, IL 60607, (312) 793-4322, derrick.davis@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

432	Officials and Managers
1,316	Professionals
39	Technicians
0	Protective Service Workers
383	Para-Professionals
167	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,035

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

23

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

7

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

14

For FY13 how many positions were filled under the Rutan process?

133

For FY13, in how many Rutan interviews did Asian American interviewers participate?

2

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

177

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

3

How many employees were hired during FY 13?

188

How many Asian American employees were hired during FY 13?

10

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?

The EEO/AA Office actively monitors all employment documents and reports within the Bureau of Selection & Recruitment as well as the Division of Personnel staff, ensuring compliance with mandated guidelines. The Division of Personnel and EEO/AA staff cooperatively responds to inquiries relative to targeted recruitment and has begun new initiatives to increase minority representation within HFS.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

NA

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The EEO/AA Office actively monitors compliance of all hiring and promotion activities (not limited to reviews of employment documents and reports generated by the Bureau of Selection & Recruitment). Along with the Division of Personnel, HFS has begun initiatives including participation in a graduate internship program and the formalization of an mentoring program to foster upward mobility for Asians. We have also established a database of statewide Asian organizations to disseminate employment/recruitment information when opportunities arise.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

We utilize a written test in conjunction with a structured oral interview.

How does your agency determine your need for Asian language-speaking bilingual staff?

We would base a determination of need on geographic need from direct feedback from the community requiring service. The numbers are driven by factors such as the frequency with which Asian language individuals come in contact with the program and the number or proportion of Asian language individuals eligible to be served or likely to be encountered by the program.

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

In FY 13, there were no specific employment strategies utilized to increase the number of available bilingual Asian American employees to service the needs of our Asian language-speaking public.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

HFS is required to take reasonable steps to ensure meaningful access to our programs and activities by LEP persons. We utilize competent bilingual staff to interpret between English speakers and the LEP persons, or to orally interpret written documents from English into another language. If a bilingual worker is unavailable, then HFS utilizes telephone interpreter service lines. HFS also translates vital written materials into the language of each frequently-encountered LEP group eligible to be served and/or likely to be affected by the HFS service provider's program.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

HFS is in the process of developing a mentoring program to help increase upward mobility for all under-represented classes (including Asian Americans). We have also entered into an agreement with a local university graduate internship program which will enhance our ability to increase minority management. HFS offers a varied array of self-development training and have a tuition reimbursement program.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO/AA Office reviews all Hiring and Promotion monitors for compliance in accordance with IDHR regulations relative to this matter. There is an open ongoing dialogue between the Division of Personnel; the Bureau of Selection & Recruitment and the EEO/AA Office. All appropriate hiring staff is provided with quarterly updates regarding underutilization information and the three entities (Personnel, Selection & Recruitment and EEO) work interactively to ensure the integrity of the process.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Staffing needs are determined by the geographic community being serviced. Input from that respective community is the best determinent as to what is needed to appropriately service that community.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

While there exists underutilization of Asians, opportunities to address underutilization continue to be extremely rare within HFS. Targeted networking may be the appropriate approach to reach the desired community.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The overall numbes of Asians in the HFS workforce increased from 59 (2.8%) in FY 12 to 65 (3.1%) in FY 13. There was an increase of .7% in Officials/Administrators; 1% increase of Professionals; a 1.3% increase of Technicians and a .6% increase of Office/Clericals.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

We are also looking into networking with community organizations who service the Asian population for more diverse recruiting methods in an attempt to include more Asians as candidates for potential vacancies. We are also exploring a minority mentorship program which may assist in the upward mobility of current Asian employees.

2014 State Asian American Employment Plan Survey

Agency: Historic Preservation

Submitted: 12/20/2013 4:19:00 PM Certification: I Agree

Individual Information: Dawn DeFraties, Human Resources Director, 313 S. 6th Street; Springfield, IL 62701, 217-785-7948, Dawn.DeFraties@Illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

24	Officials and Managers
84	Professionals
3	Technicians
0	Protective Service Workers
18	Para-Professionals
8	Office and Clerical
8	Skilled Craft Workers
25	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

170

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

10

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

8

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

3

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

6

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

6

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

6

How many Asian American employees were hired during FY 13?

0

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?

Training, monitoring hiring data and open communication.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Internship opportunities

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

We have not had this situation occur; however, if it did, we would employ the assistance of a translation service.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

IHPA offers and encourages employees to attend training through the Training Clearinghouse and

other agencies.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Through training, monitoring hiring data and including hiring and promotion monitor requirements on hiring on-boarding checklists.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

By collecting and analyzing visitor data.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There were no increases or decreases in levels.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

By monitoring visitor data to determine need and then through recruitment and internship opportunities.

2014 State Asian American Employment Plan Survey

Agency: Human Rights Commission

Submitted: 12/5/2013 11:15:00 AM Certification: I Agree

Individual Information: Dr. Ewa I. Ewa, CFO/Personel Director, 100 W. Randolph #5-100, Chicago Illinois 60601, 312-814-6281, ewa.ewa@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

19

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

3

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

3

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

2

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

1

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

3

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

n/a

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

n/a

If so, please provide the name(s):

n/a

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

n/a

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

n/a

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

We have bilingual staff.

How does your agency determine your need for Asian language-speaking bilingual staff?

By need.

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

n/a

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

n/a

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

n/a

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

n/a

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

n/a

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

n/a

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

n/a

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

n/a

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

n/a

2014 State Asian American Employment Plan Survey

Agency: Human Rights Department

Submitted: 12/30/2013 10:04:00 AM Certification: I Agree

Individual Information: Bobbie Wanzo, Deputy Director, James R. Thompson Center, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601, 312-814-6245, Bobbie.Wanzo@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

30	Officials and Managers
91	Professionals
4	Technicians
0	Protective Service Workers
7	Para-Professionals
15	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

143

As of June 30, 2013, provide the underutilization for African Americans by category:

0 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, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

13

For FY13 how many positions were filled under the Rutan process?

8

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

7

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

11

How many Asian American employees were hired during FY 13?

0

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?

The IDHR's Chief Legal Counsel, Human Resource staff and IDHR EEO Officer, closely monitor the activities of the Department's staff responsible for hiring, interviewing, recruitment, etc., in complying with the legislative mandates required. All staff have been made aware of the Agency's efforts to ensure a diverse workforce. The Department's Institute for Training and Development continues to train IDHR staff and other public entities on Diversity Awareness.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

No, the Department does not have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services but we do have outreach liaisons who work will all communities within the State to recruit and promote agency services.

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

While the DHR does not have an Asian American employee who conducts outreach activities, 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. •Recruiting for specific positions; •Working with the Department's Human Resources 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 job vacancies.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

In an effort to recruit individuals to address the Department's EEO categories, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc., such as – Access Chicago ADA Celebration in Springfield Deaf Awareness Day DHS Office of Civil Rights Roundtable Humboldt Park Community Outreach Initiative Mexican Consulate's Labor Rights Week Peace Day Celebration in Chicago's Daley Plaza Rainbow PUSH's Annual Conference Rantoul Harvest Festival State Legislators' District Offices 3rd District State Representative Luis Arroyo Job Fair Central States SER DHS Disabilities Fair IDES Veteran Job Fair Illinois Hispanic Chamber of Commerce

Illinois Latino Legislative Caucus Foundation Conference Latina Behavioral Health Conference Maria Mangual Latina Leadership Conference Truman College Community Career and Resource Expo Congressman Lipinski Senior Fair Illinois State Bar Association Illinois Association of Agencies and Community Organizations for Migrant Advocacy (IAACOMA) Annual Conference Illinois State Bar Association Governor's Office of New Americans Final Report on Immigration Integration Illinois Municipal Human Relations Association Annual Conference

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How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Depending on the position for which the Department is recruiting, oral interviews and/or written testing is utilized. One or both are utilized to determine the candidate's ability to write and speak the particular language, i.e., Korean.

How does your agency determine your need for Asian language-speaking bilingual staff?

The IDHR Human Resource staff meet regularly with the DHR Director to review the Department's staffing pattern and the needs of the clients DHR serves.

List employment strategies used in FY 13 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, the Department participates in a number of activities including: workshops, seminars, conferences, job fairs and partnerships with community organizations, etc.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Department of Human Rights has a Korean speaking bilingual option position which will be filled in FY'14, however, until the position is filled, the Department uses an interpreter service.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

1) The IDHR Human Resource staff meet regularly with the IDHR Director to review the Department's staffing pattern and strategy for Bilingual employees. 2)IDHR encourages its employees to participate in the Associations which provides educational and professional development of state employees. 3)The Department's minority diversity program staff also assist employees to match their skills with available promotional opportunities in the Department and the State.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

1.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. 2.All staff responsible for interviewing, recruiting, etc., must work closely with the IDHR EEO/AA Officer and Human Resource Office to ensure that they have the appropriate information on the Department's underutilization. 3.The Director or Director's designee is responsible for reviewing each hiring and promotion monitor.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Department staff continues to work closely with CMS' Bureau of Personnel on the hiring and promotion monitoring process, diversity programs and recruitment efforts. IDHR staff continues to work with CMS to ensure that they (CMS) do not process a hire or promotion unless the hiring

or promotion monitor has been completed.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

The Department does not have an Asian American Advisory Committee at this time.

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Department's Executive Staff meet regularly to review the Department's staffing pattern and the needs of the customers we serve.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Illinois Department of Human Rights continues to seek opportunities to improve and reports that as of June 30, 2013, the DHR was underutilized by (4) Asian American professionals. Approval has been received to fill the Korean Speaking bilingual option, Human Rights Investigator I position in FY'14.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No, there were no increases or decreases in those levels between FY'12 and FY '13.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Department is committed to hiring a Korean speaking Human Rights Investigator in FY' 14. 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. The Department will continue to improve its website and has translated its brochure into multiple Asian languages.

2014 State Asian American Employment Plan Survey

Agency: Human Services

Submitted: 12/23/2013 3:33:00 PM Certification: I Agree

Individual Information: Scott Viniard, Bureau Chief, Bureau of Employee Services, Bureau of Employee Services, 100 S. Grand Ave. East Springfield, IL, 217/557-9264, scott.viniard@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

30	Officials and Managers
422	Professionals
97	Technicians
4	Protective Service Workers
9	Para-Professionals
9	Office and Clerical
0	Skilled Craft Workers
11	Service-Maintenance

As of June 30, 2013, 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
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, 2013, provide the number of funded positions within each of the following EEOC categories:

141	Officials and Managers
1,020	Professionals
623	Technicians
17	Protective Service Workers
109	Para-Professionals
112	Office and Clerical
2	Skilled Craft Workers
127	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

11,939

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

13

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

3

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

21

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

221

For FY13 how many positions were filled under the Rutan process?

680

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1,426

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

38

How many employees were hired during FY 13?

840

How many Asian American employees were hired during FY 13?

42

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?

IDHS has a centralized Recruitment and Selection Unit responsible for all hiring not covered by a bargaining unit contract. Hiring staff use EEO Monitors and Underutilization Summaries. Additionally, IDHS, through its Recruitment, Hiring and Discipline Committee conducts meetings to discuss and monitor all legislative mandate of the Asian Employment Plan. Members of IDHS have attended the Asian American Employment Plan Council. IDHS' participation in this Council will assist IDHS in addressing the underutilization that IDHS has within the Asian EEO category. BRS' Technical Selection Program maintains and reports on the number of minority applicatns recruited and eligible for employment as a Mental Health Technician Trainee through the Recruitment, Hiring and Discipline Committee and to the Executive level of the organization.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No?

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Monthly Recruitment, Hiring and Discipline Committee meetings are held and our Division of Family and Community Services does a lot of community work. The Recruitment Unit utilizes job fairs, panel presentations across the State, e-blasts and they have made a connection with the Governor's Office Senior Policy Advisor and Director of the Asian American Outreach Program.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

IDHS requires the successful completion of a structured, intensive foreign language proficiency test. The test includes both oral and written sections and it is administered by a fully bilingual staff.

How does your agency determine your need for Asian language-speaking bilingual staff?

Data from the language bank's incoming calls as well as population demographic data is used to

determine local needs.

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

As a result of the commitment of IDHS, the Agency has created the Limited English Profiency (LEP) Committee to review and analyze the need for additional bilingual positions. The LEP Committee works with all Divisions to ensure each one has an LEP plan which includes hiring sufficient bilingual staff.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

OHLA partners with the Immigrant Family Resource Program (IFRP) for interpreter services in different languages, other than Spanish.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

xxIDHS will continue to rely on suggestions from the Recruitment, Hiring and Discipline Committee and the Limited English Proficiency Committee. IDHS will also 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, 96% being union employees, are allowed and encouraged to participate in the Upward Mobility Program which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employee Collective Bargaining Unit. Also, IDHS employees are allowed and encouraged to participate in a variety of career enhancement programs offered by the Bureau of Training and Development.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Hiring and Promotion Monitors are reviewed by the Chief Equal Employment and Affirmative Action Officer for IDHS to ensure consistency with IDHS' and IDHR's policies, goals and directives. IDHS monitors and reports agency efforts to utilize hiring opportunities to meet performance standards regarding Asians, other minorities and females to address underutilization and reach affirmative action hiring goals. The Chief provides quarterly and annual data, complete with an update and analysis, via email to all Executive Staff to promote awareness and compliance.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Per the IDHS Bureau of Civil Affairs, there are none.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Recruitment, Hiring and Discipline Committee, Division liaisons and Executive Staff members continue to provide suggestions/recommendations for increasing the number of Asians employed by IDHS to the Bureau of Recruitment and Selection, Office of Human Resources. IDHS through these committee meetings continues to devise and discuss a special "targeted" recruitment effort in order to have a substantial impact on addressing IDHS' underutilization. The Bureau of Recruitment and Selection continues to recruit applicants they see as underutilized at job fairs across the State. IDHS continues to develop and foster partnerships in the community across Illinois to enhance and fill vacancies with qualified Asians within the Department

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Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

FY12 total Asian underutilization = 25 FY13 total Asian underutilization = 43 FY14 total Asian underutilization = 138 Underutilization in the majority of the EEO categories evidenced slight increases and decreases this year.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

FY12 total Asian underutilization = 25 FY13 total Asian underutilization = 43 FY14 total Asian underutilization = 138 Most of the EEO categories evidenced slight increases in the underutilization from last year. The only explanation we have is that the population data shows an increase of persons in this affirmative action group in the areas where there are Colleges and Universities and this is where the underutilization increases were found.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Recruitment, Hiring and Discipline Committee, Division liaisons and Executive Staff members continue to provide suggestions/recommendations for increasing the number of Asians employed by IDHS to the Bureau of Recruitment and Selection, Office of Human Resources. IDHS through these committee meetings continues to devise and discuss a special "targeted" recruitment effort in order to have a substantial impact on addressing IDHS' underutilization. The Bureau of Recruitment and Selection continues to recruit applicants they see as underutilized at job fairs across the State. IDHS continues to develop and foster partnerships in the community across Illinois to enhance and fill vacancies with qualified Asians within the Department.

2014 State Asian American Employment Plan Survey

Agency: Illinois Commerce Commission

Submitted: 12/11/2013 3:26:00 PM Certification: I Agree

Individual Information: Leigh Ann Myers, Human Resources Manager, 527 E. Capitol Ave., 217-785-1407, lmyers@icc.illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

241

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

2

How many minorities' interns or student workers did you employ during FY13?

2

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

3

For FY13 how many positions were filled under the Rutan process?

7

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

16

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

10

How many Asian American employees were hired during FY 13?

0

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?

All recruitment, interviewing, and hiring is done with the assistance of the Human Resources Office, which is where the EEO Officer is located. This allows us the opportunity to make sure that filling our vacant positions comply with all mandates.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

When we have a vacancy, it is posted on the ICC and Work 4 Illinois websites. It is also sent to the Illinois Association of Minorities in Government, and they post the position on their website. We also seek referrals and recommendations from the Diversity Enrichment Program staff concerning our vacancies. We also have received assistance from Rep. LaShawn K. Ford, who published our vacancies in a jobs bulletin. In years where we have more vacancies, we have often attended minority-orientated career fairs—especially at the University of Illinois. Other contact, vary by position but are typically minority student organizations related to the specific type of vacancy involved—engineering, accounting, economics, etc.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The only bilingual positions the ICC currently has are Spanish/English positions. Since we have Spanish-speaking Rutan interviewers, we intend to conduct parts of the structured interviews in Spanish.

How does your agency determine your need for Asian language-speaking bilingual staff?

None of our counselors have brought an issue with Asian American language barriers to our attention.

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

We do not have a set process, nor have any counselors brought an issue with Asian American language barriers to our attention.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The ICC publicizes free training programs offered by CMS and other state agencies. Employees that are part of the AFSCME bargaining Unit can participate in the state's Upward Mobility program, an option previously unavailable to our employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

All Hiring and Promotion monitors are completed by the appropriate Human Resource staff member at the completion of the interview process.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Illinois Commerce Commission has always exceeded the EEO/AA guidelines set forth by the IDHR.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Our counselors, who deal with the public, have never brought an issue with Asian American language barriers to our attention.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Commission is committed to hiring diverse employees in all EEOC categories.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Due to budget constraints, we are not sure we will be doing much hiring this year.

2014 State Asian American Employment Plan Survey

Agency: Inspector General

Submitted: 12/20/2013 8:12:00 AM Certification: I Agree

Individual Information: Wendy Washington, Director of Human Resources, 69 W. Washington, Suite 3400, Chicago, IL 60602, 312-814-5716, wendy.washington@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

9	Officials and Managers
23	Professionals
31	Technicians
0	Protective Service Workers
4	Para-Professionals
11	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

73

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

5

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

2

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

10

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

18

How many Asian American employees were hired during FY 13?

0

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?

The OEIG EEO/AA officer monitors OEIG employment practices to ensure compliance with all applicable laws.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The OEIG's EEO/AA officer monitors OEIG employment practices to ensure compliance with all applicable laws.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The OEIG does not have any positions coded as bilingual.

How does your agency determine your need for Asian language-speaking bilingual staff?

OEIG management monitors operations to determine any need for Asian language-speaking bilingual staff.

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

None

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A - The OEIG has not received any requests from Asian language speakers who needed assistance.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The OEIG encourages all of its employees to participate in training programs.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The OEIG's EEO/AA officer monitors employment practices to ensure compliance.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

No recommendations have been received.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The OEIG management monitors operations to ensure appropriate staffing to meet the needs of the Asian American community.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

None

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The OEIG EEO/AA officer will identify and target specific recruitment sources/forums directed at Asian Americans.

2014 State Asian American Employment Plan Survey

Agency: Insurance

Submitted: 12/9/2013 11:24:00 AM Certification: I Agree

Individual Information: Ryan Gillespie, Senior Policy Advisor, 320 West Washington - Springfield, IL 62767, 217-782-6369, ryan.gillespie@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

2	Officials and Managers
11	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

244

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

3

For FY13 how many positions were filled under the Rutan process?

29

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

31

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

How many employees were hired during FY 13?

29

How many Asian American employees were hired during FY 13?

1

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?

The agency uses CMS/Shared Services for hiring needs. However, the agency recoginizes the need and advantages of having a diverse workforce. Informing key staff of the importance of such needs is vital and on-going to acheive the agency's own goals.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The agency uses CMS/Shared Services for hiring needs but does communicate the need for a diverse workforce with key staff to assist in providing better assistance to clients/consumers.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The agency follows CMS guidelines and utilizes information gathered in interviews and written tests.

How does your agency determine your need for Asian language-speaking bilingual staff?

The agency tracks all bilingual calls and other associated correspondence to ensure clients/consumers obtain the necessary and appropriate service.

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

The agency is restricted by the use of Shared Services. However, the agency does recognize it is vital that key staff be informed and understand the importance and benefits of a diverse workforce.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The agency would use the assistance of available CMS services should the need to accomodate a client/consumer that needs Asian-speaking assistance. The agency also offers a number of

bilingual brochures that are also available online to assist clients/consumers.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Staff generally is allowed to take state-sponsored courses and quality, free programs in their local area to help increase skills.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The agency CMS/Shared Services for hiring needs. However, the agency's EEO/AA Officer does review all Hire and Promotion Monitors prior to signing.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The agency is restrcited by the use of Shared Services. However, the agency does monitor and track all cases that require bilinguial assistance to evaluate specifc needs for its clients/consumers.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The agency has not undertaken any studies outside of the EEO/AA filings and other mandated filings required by government authorities.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There was an increase from 12 to 13 due to a re-employment.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The agency is restricted by the use of Shared Services. The agency recognizes the need for Asian American and Asian American language-speaking staff to better serve clients/consumers.

2014 State Asian American Employment Plan Survey

Agency: Investment Board

Submitted: 12/9/2013 12:48:00 PM Certification: I Agree

Individual Information: Alise M. White, Deputy Executive Director, 180 N. LaSalle - Suite 2015, 312-793-5714, alise.white@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, 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
1 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

10

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

Efforts are made to comply with all mandates. Hiring is minimal due to size of Agency. During FY 13 there was 1 new hire.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

NA

If so, please provide the name(s):

The EEO Officer is involved with all hiring decisions.

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The Agency recruits through industry publications, the Illinois CPA Society and various temporary agencies.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

NA

How does your agency determine your need for Asian language-speaking bilingual staff?

NA. The Agency is small and has very minimal contact with the general public.

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

The Agency recruits through industry publications, the Illinois CPA Society and various temporary agencies

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Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

NA

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

NA

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer is involved in all hiring decisions.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

NA

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Agency is very small and has very minimal contact with the general public.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

NA

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Agency recruits through industry publications, the Illinois CPA Society and various temporary agencies

2014 State Asian American Employment Plan Survey

Agency: Juvenile Justice

Submitted: 12/16/2013 10:47:00 AM Certification: I Agree

Individual Information: Diana K. Shreck, Acting Human Resource Administrator, 2021 Kentville Road, Kewanee, IL 61443, 309-852-4601 x1011, Diana.Shreck@doc.illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

44	Officials and Managers
805	Professionals
18	Technicians
0	Protective Service Workers
22	Para-Professionals
15	Office and Clerical
30	Skilled Craft Workers
59	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

993

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

5

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

21

For FY13 how many positions were filled under the Rutan process?

34

For FY13, in how many Rutan interviews did Asian American interviewers participate?

4

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

503

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

5

How many employees were hired during FY 13?

40

How many Asian American employees were hired during FY 13?

1

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?

Recruiters participate in job fairs and recruitment activities that target Asians, sponsored by educational institutions, organizations, governmental entities, recruitment workshops and work with Asian American Employment Plan Advisory Council to focus on underutilization in targeted areas.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

yes

If so, please provide the name(s):

Thomas Kim

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

Mr. Kim regularly attends meetings with the Asian American Employment Plan Advisory Council; participates in recruitment seminars and screenings; and serves as a Rutan-certified interviewer.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Attend recruitment fairs and informational sessions, and provide Illinois Department of Juvenile Justice' Affirmative Action Plan for the State Asian American Employment Plan.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

An assessment of the need for bilingual qualifications is done when filling a vacancy. If it is determined that bilingual need is necessary, the position is backfilled with a bilingual option.

How does your agency determine your need for Asian language-speaking bilingual staff?

An assessment of the need for bilingual qualifications is done wthen filling a vacancy. If it is determined that bilingual need is necessary, the position is backfilled with a bilingual option.

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

Recruiters attend recruitment workshops, informational sessions, job fairs, and reach out to Asian organizations through their websites to provide them with information on state positions and the hiring process.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Clients are referred to those employees with bilingual skills.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

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

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

With each recommendation for hire, promotion or transfer across geographical regions or job category, a hiring and promotion monitor is submitted and approved by agency EEO/AA officer prior to any commitments being made to fill the position.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Continue to hire and promote Asian Americans to reach parity in the underutilized categories.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Assessment is based on the need for bilingual qualifications when filling a vacancy. If it is determined that a bilingual need exists, the position is backfilled with a bilingual option.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There has not been any changes in underutilization of Asian Americans the Illinois Department of Juvenile Justice.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Illinois Department of Juvenile Justice continues to monitor and track hiring goals. Where there are underutilizations noted, the agency attempts to meet those needs whenever possible.

2014 State Asian American Employment Plan Survey

Agency: Labor Department

Submitted: 12/20/2013 1:15:00 PM Certification: I Agree

Individual Information: Salvatore Calace, Human Resources Director, 160 N. Lasalle St. Suite 1300 Chicago, IL 60601, 312-793-4463, sal.calace@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

85

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

6

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

9

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

12

How many Asian American employees were hired during FY 13?

0

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?

Our Agency is constantly monitoring for underutilization in accordance with Affirmative Action Reporting. Each Quarter, our EEO/AA Officer reviews the Agency to ensure parity in these areas. The past fiscal year, we did not experience any underutilization. If this occurs, we will have to set up a senior staff meeting to implement a strategy to address the issue.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Our Agency is constantly monitoring for underutilization in accordance with Affirmative Action Reporting. Each Quarter, our EEO/AA Officer reviews the Agency to ensure parity in these areas. The past fiscal year, we did not experience any underutilization. If this occurs, we will have to set up a senior staff meeting to implement a strategy to address the issue.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Our Agency uses a written exam that is to translate a topic from English to specified language and vice versa.

How does your agency determine your need for Asian language-speaking bilingual staff?

Our Agency has a proprietary tracking mechanism that is available for all bilingual staff. They are to enter the data for the appropriate language as needed and our CIO collects the data and distributes to senior staff to determine if we have enough coverage for the specified languages.

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

Our Agency does not receive a high volume of Asian American clients seeking services which could be for various reasons. We are actively looking to add a bilingual position to allow us to cater to this community, which we feel is larger than we are getting at the current time due to our

lack of marketablity in the specified community.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The only bilingual options we have in our Agency at this time are Spanish and Polish. We do treat any clients that come to our Agency calling for services informally and make note of the translation for future study.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

N/A

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Our Agency Human Resources Director is also the EEO/AA Officer and ensures that for each hire, a monitor for hiring and promotion is filled out accordingly and submitted as part of the new hire process.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The data entered into our proprietary LEP tracking program allows us to study and create a need, when necessary, depending upon the volume of the language needing to be addressed.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Our Agency is looking to create a position to address the need for the Asian American community. We currently handle our clients informally and have nobody to provide paid bilingual services to the community internally. This results in a community likely not coming to us for our services due to our lack of support and translation capabilities.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Our LEP was implemented for 2013, so there is no sample size to compare. However, it seems as the volume of clients has increased, naturally the needs for various languages will also increase.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Our Agency is looking to add an Asian American bilingual paid option to a current position we have at our Agency to allow current and future staff opportunity to move and grow in these positions as well as to allow our clients to have a larger base of bilingual staff to get assistance from.

2014 State Asian American Employment Plan Survey

Agency: Labor Relations Board

Submitted: 12/6/2013 4:16:00 PM Certification: I Agree

Individual Information: Carla Stone, Personnel Manager, 160 N LaSalle Street, S-400, 312/793-6426, carla.stone@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

3 Officials and Managers
20 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

23

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

1

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

2

How many Asian American employees were hired during FY 13?

0

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?

Staff is updated by the personnel manager via memos from CMS. The personnel manager reminds hiring staff of the AAEP whenever there is an opportunity to hire.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

NA

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

NA

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

When recruiting for a professional position (licensed attorney) the personnel manager post the vacancy with wide range of law schools.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

NA

How does your agency determine your need for Asian language-speaking bilingual staff?

NA

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

NA

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

NA

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

NA

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

CMS will not process any transactions unless these forms are submitted. The Executive Director signs all monitors for all the agency's transactions.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

NA

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

NA

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

NA

Provide results of your agency’s studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

NA

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

NA

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

NA

2014 State Asian American Employment Plan Survey

Agency: Labor Relations Board - Educational

Submitted: 12/20/2013 12:48:00 PM Certification: I Agree

Individual Information: Renee Strickland, Personnel Director, 160 N. LaSalle St., Suite N-400, Chicago, IL 60601, 312/793-3245, renee.strickland@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

5 Officials and Managers
4 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

11

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

2

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

EEO officer, personnel director and executive staff are aware of the mandates of the plan.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

no

If so, please provide the name(s):

n/a

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

n/a

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Open positions are posted

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

n/a

How does your agency determine your need for Asian language-speaking bilingual staff?

Staff members encountering difficulties with a language barrier would contact the personnel director.

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

n/a

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

n/a

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

n/a

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

EEO officer monitors activity

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

none

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

n/a

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Personnel Director would monitor based upon information received from staff members.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

n/a

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

N/A - no funding to suport additional positions

2014 State Asian American Employment Plan Survey

Agency: Law Enforcement Training and Standards Board

Submitted: 12/20/2013 4:01:00 PM Certification: I Agree

Individual Information: Kelly Kirby, Administrative Assistant, 4500 S. 6th St. Road, 217-557-8738, PTB.FOIA@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, 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
1 Office and Clerical
0 Skilled Craft Workers
0 Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

15

As of June 30, 2013, provide the underutilization for African Americans by category:

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, 2013 how many senior staff report to the Agency Director(s)?

5

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

2

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

CMS determines hiring standards

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

N/A

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

N/A

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

N/A

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

CMS determines hiring Standards

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

N/A

2014 State Asian American Employment Plan Survey

Agency: Lottery

Submitted: 12/10/2013 3:51:00 PM Certification: I Agree

Individual Information: Lydia Mills, Director of HR, Labor Relations Admin. & EEO Officer, 101 West Jefferson Street, Springfield IL, 217-524-5252, Lydia.S.Mills@Illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

18	Officials and Managers
73	Professionals
12	Technicians
0	Protective Service Workers
26	Para-Professionals
17	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

149

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

14

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

1

For FY13 how many positions were filled under the Rutan process?

17

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

17

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

17

How many Asian American employees were hired during FY 13?

0

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?

Lottery's hiring, interviewing and recruitment efforts are done by the Administrative & Regulation Shared Servcies Center. The A&R Shared Servcies staff is Rutan Certified and mandated to follow all applicable State of Illinois Personnel Rules and Guidelines.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The A&R Shared Services Recritment and Selection Staff follow prescribed recruitment and hiring procedures that are outlined in the "State of Illinois Interview and Selection Criteria and Technical Manual". Vacant positions are advertised on Centeral Management Services employment web site.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

The Illinois Lottery relies on the A&R Shared Services staff to follow the statue as it relates to the hiring process. In addition Lottery's EEO Officer reviews and signs off on all hiring and promotion monitors.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Someone who speaks Asian would be contacted to interpret.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

CMS sponsors career enhancement and self development programs to the State of Illinois employees at no cost. In addition CMS administers the Upward Mobility Program.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Illinois Lottery relies on the A&R Shared Services staff to follow the statues as it relates to the hiring process. In addition Lottery's EEO Officer reviews and signs off on all hiring and promotion monitors.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Lottery has not received any recommendations from DHR, CMS or the Auditor General.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Illinois Lottery encourages minorities to secure grades from CMS for positions that may be of interest to them should an opening occur.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

On June 30, 2013 the Illinois Lottery had 148 employees. Of the 148 employees 1 was an Asian American.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There were no changes from the prior year.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Illinois Lottery hiring, interviewing and recruitment efforts are undertaken by the A&R Shared Services Center. The A&R Shared Services Center is Rutan Ceterified and mandated to follow all State of Illinois Personnel Code and Personnel Rules and Regulations.

2014 State Asian American Employment Plan Survey

Agency: Medical District Commission

Submitted: 1/7/2014 1:42:00 PM Certification: I Agree

Individual Information: Kesner Bienvenu, Chief Legal Counsel, 2100 W. Harrison Street, Chicago IL 60612, 312-738-5800, kbienvenu@medicaldistrict.org

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As of June 30, 2013, 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, 2013, 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, 2013, 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

14

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

6

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

1

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

How many employees were hired during FY 13?

4

How many Asian American employees were hired during FY 13?

0

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?

Not applicable

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Not applicable

If so, please provide the name(s):

Not applicable

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

Not applicable

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Not applicable

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Not applicable

How does your agency determine your need for Asian language-speaking bilingual staff?

Not applicable

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

Not applicable

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Not applicable

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Not applicable

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Not applicable

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

Not applicable

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

Not applicable

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Not applicable

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Not applicable

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

Not applicable

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Not applicable

2014 State Asian American Employment Plan Survey

Agency: Military Affairs

Submitted: 12/10/2013 3:06:00 PM Certification: I Agree

Individual Information: Ruth Moenck, Human Resources Representative, 1301 N. MacArthur Blvd, Springfield, IL 62702, 217-761-3633, ruth.a.moenck.nfg@mail.mil

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

5	Officials and Managers
49	Professionals
10	Technicians
48	Protective Service Workers
1	Para-Professionals
6	Office and Clerical
9	Skilled Craft Workers
94	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

222

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

4

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

10

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

15

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

7

How many Asian American employees were hired during FY 13?

1

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?

All interviewing and hiring rules and regulations are relayed to interviewing/hiring officials and are strictly adhered to as there are no options for deviations from these policies/procedures. Asst EEO/AA Officer completes underutilization information on the Hiring and Promotion Monitor forms and also ensure compliance and signature by EEO/AA Officer and Director prior to any offer of employment.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

All job postings are listed on the Agency's website to ensure wider distribution of job announcements. Underutilized vacant positions that will not be filled based on collective bargaining agreement rules and regulations are forwarded to DHR liaison for distribution to other State agencies.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

We do not have a need for the bilingual option.

How does your agency determine your need for Asian language-speaking bilingual staff?

The agency does not have public clients. The agency has one organizational client - the IL National Guard. The IL National Guard meets its own bilingual requirements by/through US Federal Government resources and employees.

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The agency does not deal directly with the public. The IL National Guard would handle these types of issues.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Asian-Americans are afforded the opportunity to participate in the Upward Mobility Program through the State of Illinois.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Assistant EEO/AA Officer completes the basic underutilization information on the appropriate Hiring or Promotion Monitoring forms, and then ensures thorough and accurate completion of the entire form and that forms are signed by EEO/AA Officer and Director prior to offer of employment.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None to date.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The agency does not directly deal with the public.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The agency does not directly serve the public and does not employ a large enough workforce to have a dedicated Asian American recruitment office. Therefore, the agency does not routinely conduct studies on those hires, however success in hiring Asian American employees is monitored in the course of compiling quarterly Affirmative Action reports for DHR.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

We increased our number of Asian Americans by 1.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Continue to post vacancies on the agencies website. Continue to forward underutilized vacant positions that will not be filled based on collective bargaining agreement rules and regulations to DHR liaison for disemination to other State agencies. We do not employ any bilingual staff

2014 State Asian American Employment Plan Survey

Agency: Natural Resources

Submitted: 12/18/2013 9:26:00 AM Certification: I Agree

Individual Information: Gloria Williams, EEO Officer, One Natural Resources Way, Springfield,IL 62702, 217-782-2662, gloria.williams@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

284	Officials and Managers
501	Professionals
79	Technicians
141	Protective Service Workers
76	Para-Professionals
84	Office and Clerical
11	Skilled Craft Workers
217	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,108

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

3

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

5

For FY13 how many positions were filled under the Rutan process?

56

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

57

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

86

How many Asian American employees were hired during FY 13?

0

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?

We have made the executive staff, office directors and the Office of Human Resources aware of the Asian American employment plan and is contents. The EEO and Recruitment office is acutely aware of the Plan and frequently participates in events geared toward the recruitment of Asian Americans.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

yes

If so, please provide the name(s):

Jason Brewer is not Asian American, but frequently works with Dr. Theresa Mah of the Governor's office in recruitment efforts and to promote the Agency to the Asian American community.

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

We have participated in numerous career fairs and informational meetings where Asians were the targeted audience. These events have been collaborations with the Governor's Office and other state agencies.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Numerous recruiting, outreach events, and informational meetings throughout the state.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

IDNR uses a structured oral interview and a written test for new employees. We have waived the test in cases where the employee is transferring or being reinstated from a bilingual position with the State of Illinois.

How does your agency determine your need for Asian language-speaking bilingual staff?

We indentify areas of the Agency where there is the greatest need for bi-lingual staff to serve the customers of the IDNR.

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

Recruiment efforts and outreach events.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

To date we have not had any recorded instances to date; however, we would try to determine what language the person(s) needed and locate a translator.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

IDNR encourages all employees to participate in its Technical Computer Program, Upward Mobility Program, Tuition Reimbursement Program, as well as conferences and seminars which enhance the training, education, and promotional needs of all employees. We will be exploring other avenues for outreach to Asian American employees and the public.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The IDNR EEO Officer receives,reviews, and approves all hiring and promotion monitiors prior to them receiving the Director's signature. IDNR hiring operatives are held accountable to ensure that protective classes receive appropriate opportunities to gain employment at IDNR.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

DHR has recommended that the Agency address underutilization. Minorty recruitment continues to be a challenge. We will continue to explore effective ways to overcome these hurdles.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Identify areas of the Agency where there is the greatest staffing need to serve the customers of IDNR. We will explore the establishment of an Asian American Advisory Committee.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

We monitor underutilization by EEO category and by Illinois Department of Human Rights regions. Beyond that, the IDNR has not conducted a study specifically regarding Asian American/bilingual staff.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

We are looking at position descriptions to determine if there are changes needed to increase the number of Asian American staff. We will be working closely with the Asian American Employment Council to identify strategies for increasing Asian American and Asian American language-speaking staff.

2014 State Asian American Employment Plan Survey

Agency: Pollution Control Board

Submitted: 12/6/2013 9:58:00 AM Certification: I Agree

Individual Information: Kathy Griffin, Financial Officer / EEO Officer, 1021 N. Grand Ave., East Springfield, IL 62702, 217-524-8512, kathy.griffin@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

17	Officials and Managers
5	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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

24

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

1

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

1

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

3

How many Asian American employees were hired during FY 13?

0

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?

All administrative staff and management are aware of any areas of underutilization. Qualified candidates are sought to fill those vacancies when they occur.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Not at this time.

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

IPCB seeks qualified candidates through job postings, applications, and resumes. Resources from the IDHR are also utilized when there is a vacancy.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

IPCB has no positions with a bilingual option,

How does your agency determine your need for Asian language-speaking bilingual staff?

The Board's main offices are in Chicago and Springfield. The need has not arose for bilingual positions at the Board.

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

The Board has no positions with a bilingual option. The Board does utilizes resources from the IDHR when there is a vacancy to diversify the staff and meet the needs of the Board.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

In the event a translator is needed for a constituent, one would be provided by the Board.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

The Board encourages self enrichment classes provided by IDHS. The Board does not have the funding to allow expenditures for other outside training at this time.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Board is in compliance with the mandatory Hiring and Promotion Monitor.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Board is in full compliance with IDHR requirements regarding EEO. The Board has no audit findings regarding this.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The Board is in parity within the Asian American category for all positions.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The Board incurred no changes from the prior year.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Board will continue to utilize resources provided by IDHR.

2014 State Asian American Employment Plan Survey

Agency: Prisoner Review Board

Submitted: 12/30/2013 11:48:00 AM Certification: I Agree

Individual Information: Nikki Damhoff, Chief Administrative Officer, 319 E. Madison, Suite A, Springfield, IL 62701, 217-782-4087, Nichole.Damhoff@Illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

17

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

3

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

2

For FY13 how many positions were filled under the Rutan process?

1

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

1

How many Asian American employees were hired during FY 13?

0

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?

Participating in the EEO training, keeping up to date on rule and regulations and attending Personnel Manager's monthly meetings for latest updates

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Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

no

If so, please provide the name(s):

n/a

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

n/a

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Attending job fairs with the local Universities and creating of minority positions

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How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Due to our agency's budget constraints, our agency currently only has one bilingual position but if our agency should be able to hire in the future for positions of bilingual skills, we would conduct an oral interview along with transcribing verbally and written a prepared document for testing of bilingual skills.

How does your agency determine your need for Asian language-speaking bilingual staff?

By reviewing of bilingual need requests, phone calls and documentation received.

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

n/a

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Utilizing the approved list of translators provided for DHS.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Upward Mobility, computer training and self development courses offered by Central Management or other state agencies.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Proper training and classes offered by CMS.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

n/a

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Based upon the number of requests for bilingual translators for hearings.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

n/a

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

No

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

To continue to increase the Asian American employees in position within our agency as budget constraints allow for our agency to create and fill positions

2014 State Asian American Employment Plan Survey

Agency: Property Tax Appeal Board

Submitted: 12/26/2013 9:59:00 AM Certification: I Agree

Individual Information: Becky Hesse, Fiscal Officer, 402 Stratton Office Building, Springfield, IL 62706, 217/557-0122, becky.hesse@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

30

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

7

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

6

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

3

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

6

How many Asian American employees were hired during FY 13?

0

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?

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

None

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

None at this time

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

None at this time

How does your agency determine your need for Asian language-speaking bilingual staff?

Based upon the number of appellants that would request such assistance.

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

None

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Any communications would be addressed through the CMS Translation and Interpretation master contract.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

None

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

This monitor is part of our hiring package to be prepared when filling vacancies -- CMS will not accept a new employee packet without this form.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

There has not been a need identified based upon communications received to date.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

None at this time

2014 State Asian American Employment Plan Survey

Agency: Public Health

Submitted: 12/20/2013 12:36:00 PM Certification: I Agree

Individual Information: Robin Tucker-Smith, EEO/AA Officer, 122 S. Michigan Avenue, #2009, Chicago, 60603, (312) 814-1041, robin.tucker@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

314	Officials and Managers
604	Professionals
40	Technicians
0	Protective Service Workers
43	Para-Professionals
75	Office and Clerical
0	Skilled Craft Workers
9	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,085

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

23

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

62

How many Asian American interns or student workers did you employ during FY13?

4

How many minorities' interns or student workers did you employ during FY13?

17

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

13

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

37

For FY13 how many positions were filled under the Rutan process?

91

For FY13, in how many Rutan interviews did Asian American interviewers participate?

13

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

89

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

5

How many employees were hired during FY 13?

125

How many Asian American employees were hired during FY 13?

7

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?

The EEO Officer, Office of Human Resources, Community Health Manager and Center for Minority Health provide information to our Deputy Directors regarding mandates. Senior Staff is responsible for disseminating compliance documentation. Additionally, the EEO Officer approves all hires and promotion monitor forms prior to the hiring decision.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Robin Tucker-Smith, EEO/AA Officer

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

Our liaison has participated in Asian American Employment Plan Advisory Council Meetings and has participated in job fairs and conferences targeting Asian Americans.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

IDPH has participated in job and health fairs; posted job opportunities with the CMS Diversity Enrichment Office and participated in conferences. In FY13 we began to formalize a college internship program to recruit more minorities. Our agency has also met with groups to collaborate on public health issues providing education and awareness on areas of interest to the community. IDPH's liaison to the Asian American Employment Plan Council participates in meetings with the council to assess additional outreach opportunities for the agency.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

For positions that include the bilingual option, we conduct oral and written exams that assess the candidate's bilingual skills.

How does your agency determine your need for Asian language-speaking bilingual staff?

The need for bilingual positions is assessed by the management staff when positions are created and filled based on the volume of calls and contact with our non-English or limited English population.

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

IDPH has participated in job and health fairs; posted job opportunities with the CMS Diversity Enrichment Office and participated in conferences. In FY13 we began to formalize a college internship program to recruit more minorities.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Our bilingual staff provides services to limited English callers or they utilize the Master Contract for interpretation services.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

We encourage all eligible staff to meet with CMS Upward Mobility Counselors annually to discuss career advancement and goals. We currently have 1 Asian American employee enrolled in the Upward Mobility Program. IDPH does not currently offer tuition reimbursement to its employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Our Human Resources office guides hiring managers and other appropriate staff to ensure compliance.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The CMS Diversity Enrichment Program has provided viable candidates and assistance in our recruitment of minorities. DHR consistently provides guidance, support and suggestions on our underutilization issues.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

n/a

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Staffing needs are assessed by the management staff when positions are created and filled.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

FY12: Officials/Administrators -21 Professionals - 52 Technicians - 1 Office/Clerical - 1
FY13: Officials/Administrators -22 Professionals - 49 Technicians - 1 Office/Clerical - 2

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

There was an overall decrease in our Asian American staff of 1. An increase of 1 in the Officials/Administrators EEO Job Category A decrease in 3 in the Professionals EEO Job Category The Technicians EEO Job Category remained the same An increase of 1 in the Office/Clerical EEO Job Category

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Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

-Increase the number of Asian American Rutan Interviewers; -Recruit/Hire Asian Americans in all EEO Job Categories; from front line staff through senior management. -Prior to posting front line vacancies review job description duties when appropriate to evaluate the need to modify and include Asian languages as a bilingual option.

2014 State Asian American Employment Plan Survey

Agency: Racing Board

Submitted: 12/13/2013 3:21:00 PM Certification: I Agree

Individual Information: Katherine Laurent, General Counsel, 100 W. Randolph St., Suite 7-701, 312-814-5074, kathy.laurent@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

52

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

7

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

3

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

6

How many Asian American employees were hired during FY 13?

0

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?

Beginning July 1, 2009, the Racing Board works directly with CMS and A&R Shared Services, meeting monthly with Shared Services personnel to discuss personnel-related and other matters of importance to the Board. Shared Services guides the Board in all hiring, interviewing and recruitment matters as described in the CMS State Asian American Employment Plan.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

There is no specific structure outside the normal CMS programs and processes geared exclusively toward Asian American employees.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

There is no specific structure outside the normal CMS programs and processes geared exclusively toward Asian American employees.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The few Asian Americans who are limited English speakers and contact the Board have interpreters with them.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

There is no specific structure outside the normal CMS programs and processes geared exclusively toward Asian American employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

By utilizing Shared Services for hiring and staffing, the Board expects to receive any appropriate training and guidance on Hiring and Promotion Monitor requirements.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

There have not been any recommendations to date.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

No studies have yet been performed.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Encourage interested persons to get their names on the CMS eligible list.

2014 State Asian American Employment Plan Survey

Agency: Revenue

Submitted: 12/17/2013 3:10:00 PM Certification: I Agree

Individual Information: Ruby Taylor, Equal Employment Opportunity Officer, 101 West Jefferson, Mail Code 3-380, Springfield, Illinois 62702, 217-524-9210, Ruby.Taylor.@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

259	Officials and Managers
929	Professionals
144	Technicians
16	Protective Service Workers
215	Para-Professionals
132	Office and Clerical
7	Skilled Craft Workers
7	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,785

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

23

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

22

How many Asian American interns or student workers did you employ during FY13?

3

How many minorities' interns or student workers did you employ during FY13?

14

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

20

For FY13 how many positions were filled under the Rutan process?

1,181

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

158

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

11

How many employees were hired during FY 13?

308

How many Asian American employees were hired during FY 13?

10

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?

The Department of Revenue's recruitment and selection activities are undertaken by the Administrative and Regulartory Shared Services Center. The A&R Shared Services Center Staff, the EEO Officer and all personnel who takes part in the interview process are Rutan Certified and mandated to follow all applicable State of Illinois Personnel Code Rules and Regulations. Shared Services Center staff members attend the state personnel meetings so they can stay abreast of the latest changes in the hiring rules and regulations. And there are several levels of managment involvement in the hiring and recruitment efforts. In addition, CMS staff will not process transactions without the proper documentation and signatures.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Jessica Nunes is the Asian American liaison.

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The Department of Revenue's Asian American liaison is Jessica Nunes. Ms. Nunes is the Assistant Human Resources Director of the Administrative & Regulatory Shared Services Center. Ms. Nunes has personally made presentations before minority organizations regarding job vacanies, requirements, and interview tips for persons pursuing employment with the Department. Ms. Nunes has also participated in a job seminar panel discussion sponsored by DHS/DHR. In addition, Ms.Nunes co-sponsors the annual Department Job Fair.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

In order to increase minority hiring the Department of Revenue posts all vacancies on the Work4Illinois website, notifies the Department of Human Rights and the minority organizations on its distribution list of openings. The Shared Services staff work the eligibility list when applicable and interview minority candidates on the list in the underutilized categories. In addition, the Department sponsored a Job Fair, (Webnair) that attracted nearly 80 people, attended several recruitment events across the state, served as presenters for minority conferences and job fairs sponsored by Central Management Services. The Shared Service Center created a Face Book page where all vacancies are posted.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The Department of Revenue assess bilingual skills when filling bilingual positions via an oral and written test. The candidate must be able to translate a document in both languages. The test is conducted by the bilingual speaking interviewer.

How does your agency determine your need for Asian language-speaking bilingual staff?

The Department of Revenue determines the need for Asian language speaking bilingual staff by reviewing the number of calls coming into the 800 line, the number of walk-ins, and feedback from the staff and public to determine the percentage that select the translation/ Asian option. The Department also incorporate the volume of assistance and the affects that assistance has on the service being offered before making a decision.

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

In order to increase the number of available bilingual/Asian American employees to serve the needs of the Asian language-speaking public ;the Department is committed to engaging in outreach and to provide training regarding the hiring and interview process for minority organizations and the disabled population.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Department of Revenue utilizes the services of a vendor that translates a variety of non-English speaking languages for customers accessing the 800 phone line. Non-English speaking walk-in customers are served by bilingual speaking employees.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

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 recruit employees for this program. In addition, to the Upward Mobility Program the Department has also estabilshed an internship program through the University of Springfield. The Department has a generous tuition reimbursement policy.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The Department of Revenue's recruitment and selection activities are undertaken by the Administrative and Regulartory Shared Services Center. The A&R Shared Services Center Staff, the EEO Officer and all personnel who takes part in the interview process are Rutan Certified and mandated to follow all applicable State of Illinois Personnel Code Rules and Regulations. Shared Services Center Staff members attend the state personnel meetings so they can stay abreast of the latest changes in the hiring rules and regulations. And there are several levels of management involvement in the hiring and recruitment efforts. In addition, CMS staff will not process the transactions without the proper documentation and signatures.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The Department of Revenue has not received any specific recommendations from the HEP Advisor Council, CMS, the Auditor General, and or other internal advisory councils/committees. The Department of Human Rights has notified the Department of its underutilization and is monitoring the Department's efforts to reach its minoritiy hiring goals.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

No

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

The Department of Revenue assess the staffing needs to serve the Asiain American community by reviewing the number of calls coming through the 800 line, the number of walk-ins and the feedback from the staff and public. The Department also incorporate the volume of assistance and the affects that assistance has on the service being offered.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

The results of the Department's monitoring shows the number of Asian Americans employees decreased slightly from fiscal year 2012 to 2013.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

The percentage of Asian American employees decreased from 3.75% in fiscal year 2012 to 3.43% in fiscal year 2013. During fiscal year 2013 eleven Asian American employees separated employment with the Department.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Department of Revenue has identifed the lack of knowledge regarding the hiring and interview process as a barrier to achieving the goal of increase minority hiring. The Department is committed to providing training to the minority population, organizations and the disabled to ensure they are familar with the hiring process and are aware of the most frequently recruited positions and the requirements fro those positons.

2014 State Asian American Employment Plan Survey

Agency: Sentencing Policy Advisory Council

Submitted: 12/30/2013 5:39:00 PM Certification: I Agree

Individual Information: Kathryn Saltmarsh, Executive Director, 401 S. Spring, Room 617 Stratton, Springfield, 217-558-4749, kathy.saltmarsh@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

3

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

2

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

I have reviewed the plan and I am the only person responsible for recruitment and hiring.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

N/A

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

The agency does not provide direct service to the public and has no need of bilingual skills.

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Our agency does not provide direct service to the public. We are a research entity that reports directly to the General Assembly and the Governor.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

N/A

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

N/A

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

We do not provide direct service to the public.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

N/A

2014 State Asian American Employment Plan Survey

Agency: State Fire Marshal

Submitted: 12/23/2013 12:29:00 PM Certification: I Agree

Individual Information: Pam Sargent, Executive II, 1035 Stevenson Drive, Springfield, IL 62703, 217/785-4717, Pam.sargent@illinois.gov

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As of June 30, 2013, 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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

25	Officials and Managers
60	Professionals
20	Technicians
16	Protective Service Workers
5	Para-Professionals
6	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

137

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

7

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

9

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

6

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

10

How many Asian American employees were hired during FY 13?

0

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?

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized categories.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

N/A

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

Human Resource functions are handled by the Public Safety Shared Service Center. Executive Staff and EEO Officer are aware of the agency's underutilized 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.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

Accomodations would have to be pre-arranged. We do not have any full-time Asian bilingual employees.

How does your agency determine your need for Asian language-speaking bilingual staff?

The determination for Asian speaking bilingual staff is based on need through phone calls made to our office and communication through field staff located throughout the state of Illinois.

List employment strategies used in FY 13 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 promotion 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.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

Accomodations would have to be pre-arranged. We do not have any full-time Asian blingual employees.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Upward Mobility (AFSCME) and Tuition Reimbursement (pending union negotiations) programs are available to employees.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The agency EEO Officer works with the Public Safety Shared Service Center to ensure Hiring and Promotion Monitors are completed as required.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

There are no documented requests for services needed to assist Asian Americans.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The agency continues to use the same hiring and promotion 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.

2014 State Asian American Employment Plan Survey

Agency: State Police

Submitted: 12/19/2013 2:11:00 PM Certification: I Agree

Individual Information: Lt. Robert Sgambelluri, EEO Manager, 801 S. 7th Street, Suite 100-S, Springfield, IL 62703, (217) 558-4899, Rob_Sgambelluri@isp.state.il.us

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

169	Officials and Managers
559	Professionals
328	Technicians
1,531	Protective Service Workers
108	Para-Professionals
179	Office and Clerical
8	Skilled Craft Workers
23	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

2,905

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

15

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

100

How many Asian American interns or student workers did you employ during FY13?

1

How many minorities' interns or student workers did you employ during FY13?

12

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

2

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

33

For FY13 how many positions were filled under the Rutan process?

20

For FY13, in how many Rutan interviews did Asian American interviewers participate?

1

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

222

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

2

How many employees were hired during FY 13?

105

How many Asian American employees were hired during FY 13?

2

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?

The ISP EEO Office provides underutilization information when filling positions. The EEO Officer reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure underutilization of minorities is considered. All ISP Field Recruiters receive annual training by the EEO Officer regarding underutilization and diversity as well.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The EEO Officer reviews all hiring and promotion monitors, along with documentation justifying the decision, to ensure compliance. Non-paid internships were provided for 100 students. During FY13, the Recruitment Section attended 50 career fairs. The Recruiting Section Supervisor is collaborating with the CMS Diversity Enrichment Program, the IDHR Liaison, and others, and coordinates the activities of 135 Field Recruiters. All vacancies are shared with the IDHR Liaison and community groups to attract a diverse applicant pool.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

When filling bilingual positions, the ISP includes bilingual abilities as a preferred skill and makes it part of the structured interview and selection process.

How does your agency determine your need for Asian language-speaking bilingual staff?

As part of the research for the creation of a new policy regarding serving persons with Limited English Proficiency (LEP), the ISP is reviewing census data related to language use. The new LEP policy will include requirements to track usage of services which assist the Department in

serving those with LEP.

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

The ISP Recruitment Section attended 50 career fairs during . FY13. All vacancy postings are also shared with the Illinois Department of Human Rights (IDHR) Liaison, who disseminates the postings with other community organizations in an effort to attract a diverse candidate pool.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The ISP also utilizes Language Interpretation Services through Propio Language Services LLC. They are the contract vendor for three-way telephone conversation language interpretation services. Officers use this and other services to overcome language barriers and effectively communicate with individuals during the course of their duties.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

ISP civilian union employees are allowed and encouraged to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State County and Municipal Employees Collective Bargaining Unit (AFSCME). ISP employees are allowed and encouraged to participate in a variety of career enhancement programs offered through the Illinois Training Clearinghouse and Mobile Team Unit (MTU) training conducted by the Illinois Law Enforcement Training & Standards Board (ILETSB). Tuition Reimbursement is distributed to ISP employees based on specific union agreements.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The ISP EEO Office provides underutilization information when filling positions. The EEO Officer reviews all hiring and promotion monitors, along with documentation justifying the selection, to ensure compliance. Division of Administration staff and the EEO Officer meet periodically to ensure compliance with CMS rules. The EEO Office provided Hiring and Promotion Monitor completion instructions to all divisions. The ISP incorporated the process within its policy and procedures (PER-009) to ensure underutilization of minorities is considered.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

The IDHR recommended the ISP work with the Illinois Central Management Services (CMS) Diversity Enrichment Coordinator to continue the training program to enhance the ISP's ability to address its affirmative action needs regarding female minimum compliance criteria.

Does your Agency have an Asian American Advisory Committee?

Yes

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

The ISP has a Diversity Advisory Council with an Asian representative. The Diveristy Advisory Council is collaborating with the EEO Office and the Recruitment Section to identify more effective strategies related to recruitment, retention, and promotion to ensure a workforce which reflects the demographics of Illinois.

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

As part of the research for the creation of a new policy regarding serving persons with Limited English Proficiency (LEP), the ISP is reviewing census data related to language use. The new LEP policy will include requirements to track usage of services which assist the Department in serving those with LEP.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

This information is in development related to LEP policies and procedures.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Innovative recruiting strategies will be identified and implemented during the next year. The ISP had ongoing recruitment efforts which consistently strive to attract and hire all qualified minority candidates. The ISP (EEO Office and Recruiting Section) is collaborating with the IDHR Liaison, CMS Diversity Enrichment Program, the ISP Merit Board, and others to review, and where possible, to improve, the recruiting, hiring and retention of underutilized groups.

2014 State Asian American Employment Plan Survey

Agency: State Police Merit Board

Submitted: 12/10/2013 2:36:00 PM Certification: I Agree

Individual Information: Ronald P. Cooley, Executive Director, 531 Sangamon Avenue East
Springfield, IL 62702, (217) 786-6245, rcooley@ispmeritboard.org

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As of June 30, 2013, 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, 2013, 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, 2013, 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, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

4

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

3

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

0

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

0

How many Asian American employees were hired during FY 13?

0

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?

N/A

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

N/A

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

N/A

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

N/A

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

N/A

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

ePar approval.

2014 State Asian American Employment Plan Survey

Agency: State Retirement Systems

Submitted: 12/23/2013 11:17:00 AM Certification: I Agree

Individual Information: Kelley Gray, Human Resource Specialist, State Retirement Systems, 2101 Veterans Parkway, Springfield, IL 62704, 217-785-7017, Kelley.Gray@SRS.Illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

22	Officials and Managers
49	Professionals
10	Technicians
0	Protective Service Workers
8	Para-Professionals
13	Office and Clerical
1	Skilled Craft Workers
1	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

104

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

9

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

3

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

0

For FY13 how many positions were filled under the Rutan process?

16

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

9

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

16

How many Asian American employees were hired during FY 13?

0

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?

Agency staff responsible for hiring, interviewing, recruitment and EEO attend monthly staff meetings in which these topics are routinely discussed so that all responsible staff are aware of any updates and the importance of compliance.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

No

If so, please provide the name(s):

N/A

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

N/A

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

SERS is aware of websites and organizations (US Pan Asian American Chamber of Commerce, Urban League, Illinois Associates of Minorities in Government, etc.) to utilize when posting job vacancies, college and university recruitment, and the ability to post vacancies at the Dept. of Employment Security and Dept. of Labor.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

N/A

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

None

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

These monitors are completed for each new hire/promotion and reviewed by the Human Resource Manager to ensure compliance.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

N/A

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

No studies have been administered. SERS employs approximately 95-110 staff at any given time and the numbers are easily monitored by Human Resources.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

SERS will utilize the employment strategies lised above when given the opportunity.

2014 State Asian American Employment Plan Survey

Agency: Transportation

Submitted: 12/20/2013 2:23:00 PM Certification: I Agree

Individual Information: Erwin L Acox, Jr., Chief of Diversity Recruitment and Outreach, 2300 S. Dirksen Parkway, Suite 339A, 217-782-2545, erwin.acox@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

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

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

1,119	Officials and Managers
166	Professionals
1,908	Technicians
0	Protective Service Workers
627	Para-Professionals
1,486	Office and Clerical
60	Skilled Craft Workers
56	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

5,497

As of June 30, 2013, provide the underutilization for African Americans by category:

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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

13

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

402

How many Asian American interns or student workers did you employ during FY13?

15

How many minorities' interns or student workers did you employ during FY13?

100

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

22

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

138

For FY13 how many positions were filled under the Rutan process?

418

For FY13, in how many Rutan interviews did Asian American interviewers participate?

8

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

325

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

5

How many employees were hired during FY 13?

371

How many Asian American employees were hired during FY 13?

11

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?

All hiring staff have been made aware of the importance of diversifying IDOT's Rutan interview panels. Continuing the partnership with the Illinois Tollway, for the first Diversity Symposium. The purpose is to reach out to diverse community organizations that are advocates for underutilized persons seeking employment. These organizations participated in a discussion with IDOT and the Tollway to determine the best way to connect with the clients they serve and to understand actual or perceived barriers to employment. This group will collaborate with IDOT and the Tollway on ways to address those barriers. IDOT's multi-year Strategic Plan indicates a high priority will be given to the recruitment of qualified, diverse employees. The Diversity Recruitment and Outreach Office was created to implement various methods in recruiting individuals from under-represented groups using various mechanisms. Although several job classifications will be recruited, special emphasis will be placed on increasing the diversity in the Civil Engineer Trainee, Engineer Technician, and Highway Maintainer applicant pools.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Erwin L. Acox, Jr.

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

An IDOT representative attends all of the Asian American Employment Plan meetings. The Department also staffs all employment events hosted by the Asian Employment committee.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

This is the Department's first year administering this plan. The Department is interested working with Asian Employment Plan Council members to identify activities that will support this. Currently, in partnership with College of Lake County and Joliet Junior College launched a revised Engineer Technician training program. The revised program was developed with the assistance of IDOT engineers. This semester-long classroom and experiential educational opportunity is to help increase the qualified applicant pool for IDOT entry level Engineer Technicians. IDOT has a Minority Outreach website showing current diversity programs and providing opportunities to join the IDOT Professional and Academic Network Alliance. The network provides updates of position postings, career fairs, and outreach efforts to a statewide database of interested individuals, community organizations, and elected officials. Individuals from multiple regions (statewide) represent business owners, Hispanic American Construction Industry Association

(HACIA), ministers, and other catalysts to reach underutilized populations with employment and training opportunities. Developed an external Recruitment Taskforce of community partners and stakeholders to review barriers in recruitment and hiring, perceived or actual that will bring suggested solutions to IDOT to help overcome those identified barriers. Informational sessions given routinely at local community colleges (i.e. Olive Harvey, Prairie State, etc.) to provide necessary information on application procedures for the Highway Maintainer permanent position and application information for the IDOT temporary Highway Maintainer "Snowbird" position. Partnerships through the above listed outreach efforts, committees, and projects with Illinois Department of Employment Security (IDES), Illinois Department of Veterans' Affairs (IDVA), Secretary of State (SOS), Central Management Services (CMS) and the Illinois Department of Commerce and Economic Opportunity (DECO).

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

A structured oral RUTAN interview is given as well as a CMS written test to assess bilingual skills when filling positions with a bilingual option.

How does your agency determine your need for Asian language-speaking bilingual staff?

The Department strives to have our workforce resemble the populations served. We review county demographics to determine which areas may have the greatest need for bilingual or multilingual staff.

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

We review county demographics to determine which areas may have the greatest need for Spanish-speaking bilingual staff.

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

No current process in place

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Equal opportunity to participate in career services programs is given to each employee. A. Training and Education Development Employees are encouraged to improve their technical competence by pursuing and successfully completing appropriate courses of study in addition to accomplishing their regular duties. Training and education development includes continuing education, leadership training and on-the-job development opportunities. Tuition Reimbursement Program. Quality training and education development services are intended to: • ensure employees continue to grow professionally, • provide for a knowledgeable, motivated and productive workforce, • improve employee skills, and • provide a pool of talented and qualified personnel to fill positions as needed. Details regarding the following training and education development programs can be obtained from the Bureau of Personnel Management: • Accelerated Leadership Proficiency Series (ALPS) • Executive Leadership Development Series (ELDS) • Growth and Training Education (GATE) • Professional Advancement of Career Engineers (PACE) • Special Training on Request (STOR) • Supervisor Training and Readiness Series (STARS) As training programs are developmental in nature, an employee's current job assignment and duties should be a primary consideration in granting approval. Unless otherwise noted in the annual department-wide training plan, supervisors are responsible for determining whether employee requestedtraining is mandatory or voluntary.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

Bureau of Civil Rights monitors this activity and enforces compliance

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Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Underutilization numbers from the annual agency affirmative action plan

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Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

Don't fully understand this question

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

New Hires FY'12: 11 -Total African American Employees (FTP) New Hires FY'13: 11 -Total African American Employees (FTP)

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

No current plan in place

2014 State Asian American Employment Plan Survey

Agency: Veterans Affairs

Submitted: 12/18/2013 4:29:00 PM Certification: I Agree

Individual Information: Miguel Calderon, Human Resources Manager, 833 S. Spring Sprinfielf Il 62704, 217-782-5765, miguel.calderon@illinois.gov

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As of June 30, 2013, 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
5	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

As of June 30, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

57	Officials and Managers
263	Professionals
194	Technicians
21	Protective Service Workers
461	Para-Professionals
47	Office and Clerical
24	Skilled Craft Workers
211	Service-Maintenance

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

1,278

As of June 30, 2013, provide the underutilization for African 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

As of June 30, 2013 how many senior staff report to the Agency Director(s)?

7

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

0

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

0

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

51

For FY13 how many positions were filled under the Rutan process?

135

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

134

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

1

How many employees were hired during FY 13?

138

How many Asian American employees were hired during FY 13?

1

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?

The Departments EEO Officer is responsbile for ensuring that all administrative staff are aware of all legislative mandates related to the Asian, Hispanic and African American employment plans.

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes, the EEO Officer

If so, please provide the name(s):

Fee Habtes

Is this person on the Executive or Human Resource Staff?

Yes

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

The EEO Officer has been very active in notifying representatives of various minority groups of employment opportunities within the agency. The EEO Officer has also been very active in attending various employment fairs to raise awareness about the Department and what is has to offer. The EEO Officer is currently developing a recruitment plan that will identify minority candidates for CNA's for opportunities at the Departments 4 facilities.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

The EEO Officer has developed a recruitment plan that involves increasing awareness of the Departments vacancies and developing partnerships with organizations that represent minorities.

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

N/A

How does your agency determine your need for Asian language-speaking bilingual staff?

The Department continually works with the Management and staff to determine needs for staffing.

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

N/A

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

N/A

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Tuition Reimbursement -An employee may be eligible for tuition reimbursement to further career and professional development through the Tuition Reimbursement Program. The Tuition Reimbursement Program is administered as a mechanism through which mutual advantages are gained by both the employee and the State. Tuition reimbursement is not an unconditional or unilateral employee right or benefit. For more information, contact the Human Resources liaison at the respective work site. Upward Mobility - AFSCME-represented employees and in some cases non-represented employees may be eligible to receive career advancement services through the Upward Mobility Program administered by the Department of Central Management Services and AFSCME Council 31. For more information, contact the Human Resources liaison at the respective work site.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer is responsible for reviewing all Hiring and Promotional monitors and ensure underutilization is being addressed.

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

N/A

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

N/A

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

Feedback from Management and staff.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

N/A

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

N/A

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

The Department continues to address areas of underutilization.

2014 State Asian American Employment Plan Survey

Agency: Workers Compensation Commission

Submitted: 1/8/2014 2:36:00 PM Certification: I Agree

Individual Information: Shaniece Bradford, Student Intern, 100 W. Randolph, 312-814-0702, shaniece.bradford@illinois.gov

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As of June 30, 2013, provide the number of Asian Americans employed within each of the following EEOC categories:

3	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, 2013, 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, 2013, provide the number of funded positions within each of the following EEOC categories:

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

As of June 30, 2013, provide total number of agency employees on board; include full-time, part-time and LOA's:

159

As of June 30, 2013, provide the underutilization for African Americans by category:

0	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, 2013 how many senior staff report to the Agency Director(s)?

11

As of June 30, 2013 how many senior staff reporting the Agency Director(s) were Asians?

0

How many interns or student workers did you employ during FY13?

1

How many Asian American interns or student workers did you employ during FY13?

0

How many minorities' interns or student workers did you employ during FY13?

1

As of June 30, 2013 how many senior staff are Asian Americans who report to the Director(s)?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were Asian American?

0

As of June 30, 2013 how many Rutan certified interviewers in your agency were minorities?

7

For FY13 how many positions were filled under the Rutan process?

2

For FY13, in how many Rutan interviews did Asian American interviewers participate?

0

Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

4

Provide the overall number of Asian Americans employees that vacated your agency due to retirement, layoff, termination and transfer during FY 13:

0

How many employees were hired during FY 13?

6

How many Asian American employees were hired during FY 13?

0

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?

None

Does your agency have a designated Asian American liaison who works with the Asian American community to recruit staff and promote agency services?

Yes

If so, please provide the name(s):

Alma Maxey, EEO officer

Is this person on the Executive or Human Resource Staff?

No

Please describe the duties and activities the liaison has performed in relation to recruitment, staffing recommendations, agency policy making and their involvement in the Asian community.

No duties or responsibilities have been reported.

List all agency activities undertaken in implementing the State Asian American Employment Plan including recruitment/employment, internships, and community linkages:

None

How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test)

We currently have no positions with a bilingual options.

How does your agency determine your need for Asian language-speaking bilingual staff?

Our agency currently serves the public with regards to all language needs. The need for Asian language has not been an issue as of yet. If it is needed we provide the option to bring in a translator when requested by the public. Currently out staff does not have any issues regarding the Asian Language.

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

None

Describe your processes for communicating with Asian American clients who are limited English speakers who call for services and advocacy at your agency in addition to walk-ins:

The Agency has staff that speak some of the Asian Language. If none of that staff is available we request a translator from to come in to assist the client as soon as possible. The next time the client appears we ensure they have all of their needs met by being prepared for their arrival and having the translator already there to assist them.

List promotional programs that provide Asian American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian American-non English-speaking public and your Asian American employees:

Upward Mobility program is advertised and available to all employees for their use. Also the Agency provides tuition reimbursement to employees who take classes.

How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

None

Recommendations provided by Asian American Employment Advisory Council, DHR, CMS or the Auditor General:

None at this time.

Does your Agency have an Asian American Advisory Committee?

No

If the agency has Asian American Advisory Committee what recommendations have they made to your agency?

Not Applicable

If no Asian American Advisory Committee exists, how does your agency assess the staffing needs to serve the Asian American community?

We have our EEO officer Alma Maxey assist all of our Minority employees with any and all of their issues, complaints and needs.

Provide results of your agency's studies and monitoring success concerning the number of Asian Americans and Asian language-speaking bilingual persons employed by your agency in the EEOC categories:

We are underutilizing Asian American during the FY 13. We need 2 in the professional area and 1 in the office/ Clerical area as well.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details (Note: Please explain reasons for any decreases).

None, we did not take any major steps toward hiring Asian Americans during that time.

Please provide your plan to increase the number of Asian Americans and Asian American languages-speaking bilingual staff employed by your agency for FY 14.

Our Agency is taking great strides to meet our need for Asian American Staff members. Currently we are targeting Asian American individuals on all eligible list that we request. We are also targeting Asian American publicly by posting any and all job openings on the State of Illinois Work Job posting website to ensure our postings are seen by every possible demographic. We seek to hire more Asian American within the next Fiscal Year.

Appendix 4

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department on Aging

Director: John K. Holton, Ph.D. **EEO/AA Officer:** Sara Han

Agency Workforce: 144 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

Agency at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Agriculture

Director: Robert F. Flider **EEO/AA Officer:** Brent Eggleston

Agency Workforce: 357 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 41 Females, 5 African Americans and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 41 Females, 4 African Americans and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that addressed this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 40 Females, 4 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there was 1 opportunity that did not address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 40 Females, 4 African Americans and 1 Asian. For minorities, during the quarter, there were 3 opportunities and 1 or 33% (1 African American) addressed these goals. For females, there were no opportunities to address this goal

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 41 Females, 5 African Americans and 1 Asian. For minorities, during the year, there were 5 opportunities and 2 or 40% (2 African Americans) addressed these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Arts Council

Executive Director: Tatiana Gant **EEO/AA Officer:** Romie Muñoz

Agency Workforce: 15 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

Agency at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Capital Development Board

Executive Director: Jim Underwood **EEO/AA Officer:** Heather Humphrey

Agency Workforce: 130 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 14 Females and 2 African Americans. For minorities, there wer no opportunities to address this goal. For females, of the 5 opportunities and 3 or 60% addressed this goal. The agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 11 Females and 2 African Americans. For minorities, there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 11 Females and 2 African Americans. For minorities, there were no opportunities to address this goal. For females, there were 5 opportunities and 2 or 40% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13*)

As of 4/1/13 agency underutilization was 9 Females and 2 African Americans. For minorities there were no opportunities to address this goal. For females, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 14 Females and 2 African Americans. For minorities, during the year there were no opportunities to address this goal. For females, there were 10 opportunities and 5 or 50% addressed this goal. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*No opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Central Management Services

Acting Director: Simone McNeil **EEO/AA Officer:** Fred Stewart

Agency Workforce: 1,485 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 67 Females, 9 African Americans, and 21 Hispanics. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals. For females, there were 5 opportunities and 2 or 40% addressed these goals. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 65 Females, 8 African Americans, and 21 Hispanics. For minorities, during this quarter, there were three opportunities to address these goals, that did not address these goals. For females, there were 10 opportunities and 1 or 10% addressed this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 64 Females, 8 African Americans, and 21 Hispanics. For minorities, during this quarter, there were 3 opportunities and 1 or 33% (1 Hispanic) addressed these goals. For females, there were 3 opportunities and 1 or 33% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 63 Females, 8 African Americans, and 20 Hispanics. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 11 opportunities and 3 or 27% addressed this goal. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 67 Females, 9 African Americans, and 21 Hispanics. For minorities, during the year, there were 7 opportunities and 2 or 29% (1 African American and 1 Hispanic) addressed these goals. For females, there were 29 opportunities and 7 or 24% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

This agency is at parity for people with disabilities. During FY13, the agency's performance for minority goal compliance was 25%, which exceeds the Department of Human Right's standard of 21%. The agency's performance for female goal compliance was 24%, which is significantly lower than DHR's standard of 37%, however, an exception will be granted in regards to compliance, because many of the agency's opportunities to hire involved job categories where labor force availability of females is low.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Children and Family Services

Director: Richard Calica **EEO/AA Officer:** Shelia Riley

Agency Workforce: 2,701 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 7 Females, 2 African Americans, 1 Hispanic and 47 Asians . For minorities, during this quarter, there were 8 opportunities and 2 or 25% (1 African American and 1 Asian) addressed these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 7 Females, 1 African American, 1 Hispanic and 46 Asians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 7 Females, 1 African American, 1 Hispanic and 46 Asians. For minorities, during this quarter, there were 5 opportunities and 2 or 40% (1 African American and 1 Asian) addressed these goals. Achieved parity for African Americans. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 7 Females, 1 Hispanic and 45 Asians. For minorities, during this quarter, there were 8 opportunities and 1 or 13% (1 Asian) addressed these goals. For females, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY13 was 7 Females, 2 African Americans, 1 Hispanic and 47 Asians. For minorities, during the year, there were 36 opportunities and 8 or 22% (2 African Americans and 6 Asians) addressed these goals. For Females, during the year, there were no opportunities to address underutilization. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the female goals. Agency achieved parity for African Americans.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Civil Service Commission

Executive Director: Daniel Stralka **EEO/AA Officer:** Andrew Barris

Agency Workforce: 4 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Commerce and Economic Opportunity

Director: Adam Pollet **EEO/AA Officer:** Victoria Dawn Benn

Agency Workforce: 368 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH THIRD QUARTER (*7/1/12* THROUGH 3/31/13)

Agency underutilization at the beginning of FY13 was 2 Hispanics and 3 Asians. For minorities, during this quarters, there were no opportunities to address these goals. This agency is at parity for people with disabilities.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 2 Hispanics and 3 Asians. For minorities, during this quarter, there were two opportunities that did not address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 2 Hispanics and 3 Asians. For minorities, during the year, there were 2 opportunities, that did not address these goals. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency had too few opportunities to address the minority goals to consider for affirmative action evaluation.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Commerce Commission

Acting Executive Director: Jonathan Feipel **EEO/AA Officer:** Leigh Ann Myers

Agency Workforce: 241 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 16 Females, 1 African American, and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity that did not address this goal. This agency is at parity for people with disabilities.

SECOND THROUGH THIRD QUARTERS (*10/1/12* THROUGH 3/31/13)

As of 10/1/12, agency underutilization was 16 Females, 1 African American, and 1 Asian. During these quarters, there were no opportunities to address minority or female goals.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 16 Females, 1 African American, and 1 Asian. For minorities, during this quarter, there were 3 opportunities that did no address this goal. For females, there was 1 opportunity, 1 or 100% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 16 Females, 1 African American, and 1 Asian. For minorities, during the year, there were 4 opportunities that did not address these goals. For females, there were 4 opportunities, 1 or 25% addressed this goal. This agency is at parity for people with disabilities.

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Corrections

Director: Salvador Godinez **EEO/AA Officer:** Vickie Fair

Agency Workforce: 11,232 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 692 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 107 opportunities and 41 or 38% addressed this goal. This agency is underutilized by 158 people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 651 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 10 opportunities and 1 or 7% (1 African American) addressed these goals. For females, there were 71 opportunities and 13 or 18% addressed this goal. This agency is underutililized by 158 people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 638 Females, 36 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 5 opportunities and 1 or 11% (1 African American) addressed these goals. For females, there were 107 opportunities and 33 or 31% addresed this goal. This agency is underutililized by 158 people with disabilities.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 605 Females, 35 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during this quarter, there were 11 opportunities and 3 or 19% (2 African Americans and 1 Hispanic) addressed these goals. For females, there were 77 opportunities and 28 or 36% addressed this goal. This agency is underutililized by 157 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 692 Females, 37 African Americans, 20 Hispanics, 20 Asians and 6 American Indians. For minorities, during the year, there were 31 opportunities and 5 or 16% (4 African Americans and 1 Hispanic) addressed these goals. For females, there were 362 opportunities and 115 or 32% addressed this goal. This agency is underutililized by 157 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*The agency did not meet the minimum compliance criteria for females due to the fact that there are few females in the applicant pool. Furthermore, when reviewing the female and male hiring data both are hired at a comparable rate. For mionorities, that agency had few opportunities through out the state to adequately address the minority goals. The agency continues to make a good faith effort by recruiting females and minorities by participating in job fairs and contact with professional organizations.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Council on Developmental Disabilities

Executive Director: Sheila Romano **EEO/AA Officer:** Janinna Hendricks

Agency Workforce: 9 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Criminal Justice Information Authority

Executive Director: Jack Cutrone **Interim EEO/AA Officer:** Lisa Stephens

Agency Workforce: 77 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Deaf and Hard of Hearing Commission

Director: John Miller **EEO/AA Officer:** Tonia Bogener

Agency Workforce: 7 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Educational Labor Relations Board

Chairman: Lynne Sered **EEO/AA Officer:** Eileen Brennan

Agency Workforce: 10 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*****This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Emergency Management Agency

Director: Jonathan E. Monken **EEO/AA Officer:** Kevin Moore

Agency Workforce: 214 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 11 Females. For females, there was 1 opportunity that did not address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER THROUGH THIRD QUARTER ((*10/1/12* THROUGH *3/31/13*)

As of 10/1/12, agency underutilization was 11 Females. For females, there were no opportunities to address these goals during these quarters.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 11 Females For females, there were three opportunities to address these goals, 1 or 33% addressed these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY13 was 11 Females. For females, there were 4 opportunities and 1 or 25% addressed these goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Employment Security

Director: Jay R. Rowell **Interim EEO/AA Officer:** Caroline Alamillo

Agency Workforce: 1,269 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 11 Females, 1 Hispanic and 11 Asians. For minorities, during this quarter, there were 6 opportunities and 3 or 50% (3 Asians) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH 12/*31/12*)

As of 10/1/12, agency underutilization was 10 Females, 1 Hispanic and 8 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13)*

As of 4/1/13, agency underutilization was 10 Females, 1 Hispanic and 8 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 Asian) address these goals. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 10 Females, 1 Hispanic and 7 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY13 was 11 Females, 1 Hispanic and 11 Asians. For minorities, during the year, there were 7 opportunities and 4 or 57% (4 Asians) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Environmental Protection Agency

Director: Lisa Bonnett **EEO/AA Officer:** Jill Johnson

Agency Workforce: 812 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginng of FY13 was 93 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 4 opportunities and 3 or 75% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 90 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities and 1 or 50% addressed this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 89 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 87 Females, 3 African Americans and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were 3 opportunities and 3 or 100% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginng of FY13 was 93 Females, 3 African Americans and 1 Asian. For minorities, during the year, there were no opporutnities to address these goals. For females, there were 11 opportunities and 9 or 82% addressed this goal. This agency is at aprity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Financial and Professional Regulation

Acting Secretary: Manuel Flores **EEO/AA Officer:** Vivian Toliver

Agency Workforce: 431 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 2 Females, 1 African American and 8 Asians. For minorities, during this quarter, there were 3 opportunities that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 1 Female, 1 African American and 8 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 1 Female, 1 African American and 8 Asians. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) address these goals. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 1 Female and 8 Asians. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 2 Females, 1 African American and 8 Asians. For minorities, during the year, there were 6 opportunities and 1 or 17% (1 African American) addressed these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal. This agency at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Office of the State Fire Marshal

Fire Marshal: Lawrence T. Matkaitis **EEO/AA Officer:** Jodi Schrage

Agency Workforce: 127 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH SECOND QUARTERS (*7/1/12* THROUGH *12/31/12*)

Agency underutilization at the beginning of FY13 was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during these quarters, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13)*

As of 1/1/13, agency underutilization was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during this quarter, there were two opportunities that did not address these goals. For females, there were no opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 3 Females, 3 African Americans and 2 Hispanics. For minorities, during the year, there were four opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goals and no opportunities to address the female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Gaming Board

Administrator: Mark Ostrowski **EEO/AA Officer:** Karen Weathers

Agency Workforce: 158 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 8 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were 2 opportunities that did not address these goals. For females, there were no opportunities to address this goal. This agency is underutililized by 3 people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 8 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were three opportunities to address these goals, 2 or 67% addressed these goals. This agency is underutililized by 3 people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 6 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutililized by 2 people with disabilities.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 5 Females, 1 Hispanic, and 1 Asian. For minorities, during this quarter, there were 10 opportunities that did not address these goals. For females during this quarter, there were 13 opportunities, 3 or 23% addressed these goals. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was , 8 Females, 1 Hispanic, and 1 Asian. For minorities, during the year, there were 12 opportunities that did not address these goals. For females, there were 16 opportunities, 5 or 31% addressed these goals. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [ ] Agency in non-compliance [X]

RECOMMENDATIONS/COMMENTS

The agency is commended for hiring from the Successful Disability Opportunities list and achieving parity for people with disabilities. For females, the agency's performance, 31%, was close to the Department of Human Rights' standard of 37%. For minorities, there was no progress towards established goals, and the agency did not document a good faith effort in regards to recruitment of minorities. The agency will be referred to the Department of Central Management Services to establish training to address such goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Guardianship and Advocacy Commission

Director: Dr. Mary L. Milano **EEO/AA Officer:** Tedd Ward

Agency Workforce: 103 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (*7/1/12* THROUGH *6/30/13*)

Agency underutilization for the beginning of FY13 was 1 Asian. For minorities, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*No opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Healthcare and Family Services

Director: Julie Hamos **EEO/AA Officer:** Derrick Davis

Agency Workforce: 2,109 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 4 Females, 7 African Americans, 7 Hispanics and 2 Asians. For minorities, during this quarter, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. For Females, there were 4 opportunities and 4 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 6 African Americans, 7 Hispanics and 2 Asians. For minorities, during this quarter, there were 4 opportunities and 2 or 50% (2 Hispanics) addressed these goals.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 6 African Americans, 5 Hispanics and 2 Asians. For minorities, during this quarter, there were 5 opportunities and 1 or 20% (1 African American) addressed these goals.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 5 African Americans, 5 Hispanics and 2 Asians. For minorities, during this quarter, there were 3 opportunities and 2 or 33% (2 African Americans) addressed these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 4 Females, 7 African Americans, 7 Hispanics and 2 Asians. During the year, there were 16 opportunities and 6 or 38% (4 African Americans and 4 Hispanics) addressed these goals. This agency achieved parity for females. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

During the year, agency achieved parity for females.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Historic Preservation Agency

Director: Amy Martin **EEO/AA Officer:** Dawn DeFraties

Agency Workforce: 170 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (*7/1/12* THROUGH *6/30/13*)

Agency underutilization at the beginning of FY13 was 1 Female. For females, there were no opportunities to address this goal this year. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Human Rights Commission

Executive Director: N. Keith Chambers **EEO/AA Officer:** Dr. Ewa I. Ewa

Agency Workforce: 20 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Human Rights

Director: Rocco J. Claps **EEO/AA Officer:** Michelle Dirksen

Agency Workforce: 140 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH 9/30/12)

Agency underutilization at the beginning of FY13 was 2 Asians. During this quarter, there was one opportunity that did not address the minority goal. This agency is at parity for females. This agency is at parity for people with disabilities.

SECOND THROUGH FOURTH QUARTERS (10/1/12 THROUGH 6/30/13)

Agency underutilization at the beginning of FY13 was 2 Asians. During these quarters, there were no opportunities to address the minority goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 2 Asians. During the year, there was one opportunity that did not address the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There was only one opportunity to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Human Services

Secretary: Michelle R. B. Saddler **EEO/AA Officer:** Anna D'Ascenzo

Agency Workforce: 12,874 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 60 Females, 17 African Americans, 65 Hispanics, and 43 Asians. For minorities, during this quarter, there were 22 opportunities and 5 or 23% (1 African American and 4 Hispanics) addressed these goals. For females, there were 3 opportunities and 2 or 67% addressed this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 58 Females, 16 African Americans, 61 Hispanics, and 43 Asians. For minorities, during this quarter, there were 27 opportunities and 2 or 7% (1 Asian and 1 Hispanic) addressed these goals. For females, there were 4 opportunities to address this goal and 2 or 50% addressed this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 56 Females, 16 African Americans, 60 Hispanics, and 42 Asians. For minorities, during this quarter, there were 33 opportunities and 3 or 9% (2 Hispanics and 1 Asian) addressed these goals. For females, there were 14 opportunities and 5 or 36% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 51 Females, 16 African Americans, 58 Hispanics, and 41 Asians. For minorities, during this quarter, there were 47 opportunities and 10 or 21% (2 African Americans and 8 Hispanics) addressed these goals. For females, there were 11 opportunities and 8 or 73% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 60 women, 17 African Americans, 65 Hispanics, and 43 Asians. For minorities, during the year, there were 129 opportunities and 20 or 16% (15 Hispanics, 3 African Americans, and 2 Asians) addressed these goals. For females, there was 32 opportunities, and 17 or 53% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

This agency was at parity for people with disabilities at the beginning of the year and continued to hire during the year through the Successful Disability Opportunities program, which is to be commended. There were 32 opportunities to address the female goals, and 17 or 53%, addressed these goals, which exceeds the Department of Human Rights' standard of 37% for female goal performance. The agency failed to meet the Department of Human Rights' standard for minority goals of 21%, however, documentation was made of efforts to recruit minorities, and in some cases the availability of qualified candidates was low. A compliance exception is granted.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Insurance

Director: Andrew Boron **EEO/AA Officer:** Ryan Gillespie

Agency Workforce: 244 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 1 Female. For minorities, the agency is at parity. For females, there was 1 opportunity and 1 or 100% addressed this goal. Agency achieved parity for females. This agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

The agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Board of Investment

Executive Director: William R. Atwood **EEO/AA Officer:** Alise White

Agency Workforce: 10 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*****This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Juvenile Justice

Director: Arthur Bishop **Interim EEO/AA Officer:** Vickie Fair

Agency Workforce: 993 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there was 1 opportunity that did not address these goals. For females, there was 1 opportunity and 1 or 100% addressed this goal.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 153 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were no opportunities to address these goals. For females, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 153 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during this quarter, there were 6 opportunities and 1 or 17% (1 Asian) addressed these goals. For females, there were 26 opportunities and 12 or 46% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 154 Females, 2 African Americans, 4 Hispanics and 30 Asians. For minorities, during the year, there were 7 opportunities and 1 or 14% (1 Asian) addressed these goals. For females, there were 27 opportunities and 13 or 48% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Labor

Director: Joseph Costigan **EEO/AA Officer:** Salvatore Calace

Agency Workforce: 85 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH FOURTH QUARTERS (*7/1/12* THROUGH 6/30/13)

Agency underutilization at the beginning of FY13 was 3 African Americans. For minorities, during these quarters, there were no opportunities to address this goal. This agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the minority goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Labor Relations Board

Executive Director: Melissa Mlynski **EEO/AA Officer:** Carla Stone

Agency Workforce: 23 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Law Enforcement Training and Standards Board

Executive Director: Kevin McClain **EEO/AA Officer:** Larry Smith

Agency Workforce: 15 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

This agency is at parity for all affirmative action groups.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Lottery

Superintendent: Michael J. Jones **EEO/AA Officer:** Lydia S. Mills

Agency Workforce: 148 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH SECOND QUARTERS (*7/1/12* THROUGH 12/31/1*2*)

Agency underutilization at the beginning of FY13 was 2 Females and 1 Asian. For minorities during this quarters, there were no opportunities to hire/promote in the underutilized categories. For females during this quarter, there were no opportunities to hire/promote in the underutilized category. This agency is at parity for people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

For minorities during this quarter there were no opportunities to hire/promote in the underutilized categories. For females during this quarter there was one opportunity to hire/promote in the underutilized category, 1 female or 100% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

For minorities during this quarter there were no opportunities to hire/promote in the underutilized categories. For females during this quarter there was one opportunity to hire/promote in the underutilized category, 1 female or 100% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 2 Females, and 1 Asian. For minorities, during the year, there were no opportunities to address these goals. For females, there were 2 opportunities and 2 or 100% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address minority goals this year.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Medical District Commission

Executive Director: Warren Ribley **EEO/AA Officer:** Kesner Bienvenu

Agency Workforce: 13 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Military Affairs

Brigadier General: Daniel M. Krumrei **EEO/AA Officer:** Ruth Moenck

Agency Workforce: 222 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/31/12*)

Agency underutilization at the beginning of FY13 was 27 Females, 1 African American, and 1 Hispanic. For minorities, there were no oportunities to address this goal. For females, there was one oportunity that did not address these goals. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

Agency underutilization as of 10/1/12 was 27 Females, 1 African American, and 1 Hispanic. For minorities, there were no oportunities to address this goal. For females, there was one oportunity and 1 or 100% that addressed these goals.

THIRD QUARTER (1/1/13 THROUGH 3/31/13)

As of 10/1/12, agency underutilization was 26 Females, 1 African American, and 1 Hispanic. For minorities, during this quarter, there were no opportunities to address this goal. For females, there was one opportunity and 1 or 100% that addressed these goals.

FOURTH QUARTER (4/1/13 THROUGH *6/30/13*)

As of 4/1/13, agency underutilization was 25 Females, 1 African American, and 1 Hispanic. For minorities, during this quarter, there was one opportunity to address this goal, 1 African American or 100% addressed this goal. For females, there were two opportunities and 2 or 100% addressed this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 27 Females, 1 African American, and 1 Hispanic. For minorities, during the year, there was one opportunity to address this goal, 1 African American or 100% addressed this goal. For females, there were five opportunities, 4 or 80%, addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority and female goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Natural Resources

Director: Marc Miller **EEO/AA Officer:** Gloria Williams

Agency Workforce: 1,047 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:		X	
a. Minorities		X	
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 116 Females, 24 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there was 1 opportunity, 1 African American or 100% addressed these goals. For females, there were no opportunities. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 116 Females, 23 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 8 opportunities to address these goals, 2 African Americans or 25% addressed these goals. For females, there were 8 opportunities to address these goals, 3 or 38% addressed these goals.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 113 Females, 21 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 7 opportunities that did not address these goals. For females, there were 8 opportunities and 1 or 13% addressed this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 112 Females, 21 African Americans, 11 Hispanics, and 2 Asians. For minorities, during this quarter, there were 10 opportunities that did not address these goals. For females, there were 14 opportunities that did not address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 116 Females, 24 African Americans, 11 Hispanics, and 2 Asians. For minorities, during the year, there were 26 opportunities, 3 or 12% (3 African Americans) addressed these goals. For females, there were 30 opportunities and 4 or 13% addressed this goal. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [ ] Agency in non-compliance [X]

RECOMMENDATIONS/COMMENTS

This agency used the Successful Disability Opportunities program many times throughout the year and is commended for its hiring of people with disabilities. It should also be noted that the agency conducted outreach to attract minorities, and in some cases the availability of qualified individuals is low. The agency's performance in regards to hiring women was 13%, which is significantly below the Department of Human Rights' standard of 37%, and efforts to recruit female candidates was not documented. Its performance in regards to hiring minorities, 12%, is significantly below DHR's standard of 21%. The agency will be referred to the Department of Central Management Services for implementation of a training program to address underutilization.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Police

Director: Hiram Grau **Interim EEO/AA Officer:** Lieutenant Robert Sgambelluri

Agency Workforce: 2,905 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females		X	
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER THROUGH SECOND QUARTER (*7/1/12* THROUGH *12/31/12*)

Agency underutilization at the beginning of FY13 was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during these quarters, there were no opportunities to address these goals. For females, there were no opportunities to address this goal. This agency is underutililized by 3 people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during this quarter, there were 47 opportunities, 7 (7 African Americans) or 15% addressed these goals. For females, there was 52 opportunities and 6 or 12% addressed this goal. This agency is underutililized by 3 people with disabilities.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 78 Females, 48 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during this quarter, there were 8 opportunies to address these goals, 5 or 63% (4 African Americans and 1 Hispanic) addressed this goal. For females, there were no opportunities to address this goal. This agency is underutililized by 2 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 84 Females, 55 African Americans, 11 Hispanics, 15 Asians, and 6 American Indians. For minorities, during the year, there were 55 opportunities and 12 or 22% (11 African Americans and 1 Hispanic) addressed these goals. For females, there were 52 opportunities and 6 or 12% addressed this goal. This agency is underutililized by 2 people with disabilities.

FINDINGS

Agency in compliance [ ] Agency in non-compliance [X]

RECOMMENDATIONS/COMMENTS

The agency is commended for doing considerable outreach and recruitment in regards to minority candidates. The Department of Human Rights' standard for minority affirmative action performance was reached. Further, the agency used the Successful Disability Opportunities program list and addressed its disability goals. This agency failed to meet the DHR standard of 37% for female goals, in that it addressed such goals only 12% of the time. The agency should target recruitment efforts to organizations that can refer qualified female candidates. ISP will be referred to the Department of Central Management Services for assistance in providing training to meet the affirmative action goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Police Merit Board

Executive Director: Ronald P. Cooley **EEO/AA Officer:** Melinda G. Gutierrez

Agency Workforce: 4 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Pollution Control Board

Executive Director: Thomas Johnson **EEO/AA Officer:** Kathryn L. Griffin

Agency Workforce: 24 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Prisoner Review Board

Chairman: Adam Monreal **EEO/AA Officer:** Nichole Damhoff

Agency Workforce: 17 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	**X**		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	**X**		
4. Appropriate EEO/AA training programs.	**X**		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	**X**		
6. Timely submission of required reports.	**X**		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			**X**
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	**X**		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	**X**		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Property Tax Appeal Board

Executive Director: Louis Apostol **EEO/AA Officer:** Becky Hesse

Agency Workforce: 26 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	**X**		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	**X**		
4. Appropriate EEO/AA training programs.	**X**		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	**X**		
6. Timely submission of required reports.	**X**		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			**X**
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	**X**		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	**X**		

AFFIRMATIVE ACTION PERFORMANCE

*This agency was not required to calculate utilization because it has less than ten employees in any of the EEO job categories. Any analysis conducted with a value of less than ten would be considered unreliable.

The agency is underutilized by one person with a disability.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Public Health

Director: LaMar Hasbrouck, M.D., M.P.H. **EEO/AA Officer:** Robin Tucker-Smith

Agency Workforce: 1,076 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 1 African American and 1 Asian. For minorities, during this quarter, there was 1 opportunity that did not address these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 1 African American and 1 Asian. For minorities, during this quarter, there was 1 opportunity and 1 or 100% (1 African American) addressed these goals.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 1 Asian. For minorities, during this quarter, there were no opportunities to address this goal.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 1 Asian. For minorities, during this quarter, there were 2 opportunities that did not address these goals.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 1 African American and 1 Asian. For minorities, during the year, there were 4 opportunities and 1 or 25% (1 African American) addressed these goals. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goal. The agency is at parity for females.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Racing Board

Executive Director: Marc Laino **EEO/AA Officer:** Kathy Laurent

Agency Workforce: 54 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST THROUGH FOURTH QUARTERS (*7/1/12* THROUGH *6/30/13*)

Agency underutilization at the beginning of FY13 was 1 Female. For females, there were no opportunities during these quarters. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address this goal.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: State Retirement Systems

Executive Secretary: Timothy B. Blair **EEO/AA Officer:** Denise Connelly

Agency Workforce: 104 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (7/1/12 THRUOGH 9/30/12)

Agency underutilization at the beginning of the year was 1 African American. There was one opportunity that did not address this goal this quarter. The agency is at parity for females and people with disabilities.

SECOND QUARTER (10/1/12 THRUOGH 12/31/12)

As of 10/1/12 agency underutilization was 1 African American. There was one opportunity that did not address this goal this quarter.

THIRD QUARTER (1/1/13 THRUOGH 3/31/13)

As of 1/1/13 underutilization was 1 African American. During the quarter there were no opportunities to address this goal.

FOURTH QUARTER (4/1/13 THRUOGH 6/30/13)

As of 4/1/13 underutilization was 1 African American. During the quarter there were 4 opportunities to address this goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 1 African American. For minorities, during the year, there were 6 opportunities that did not address this goal. This agency is at parity for females and people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goal during the year.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Revenue

Director: Brian A. Hamer **EEO/AA Officer:** Ruby Taylor

Agency Workforce: 1,660 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 1 African American and 1 Asians. For minorities, during this quarter, there were 2 opportunities and 2 or 100% (1 African American and 1 Asian) addressed these goals. Parity was achieved for minorities. The agency is at parity for females.The agency is at parity for people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 1 African American, and 1 Asian. For minorities, during the year, there were 2 opportunities and 2 or 100% (1 African American and 1 Asian) addressed these goals. Parity was achieved for minorities. The agency is at parity for females. The agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Transportation

Secretary: Ann L. Schneider **EEO/AA Officer:** Karen Ward

Agency Workforce: 5,389 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	X		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.		X	
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 840 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 5 opportunities that did not address these goals. For females, there were 36 opportunities and 16 or 36% addressed this goal. This agency is underutilized by 128 people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 824 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 3 opportunities and 2 or 67% (1 African American and 1 Hispanic) addressed these goals. For females, there were 17 opportunities and 8 or 47% addressed this goal. This agency is underutililized by 125 people with disabilities.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, agency underutilization was 816 Females, 44 African Americans, 107 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 5 opportunities and 4 or 80% (2 African Americans and 2 Hispanics) addressed these goals. For females, there were 15 opportunities and 9 or 60% addressed this goal. This agency is underutililized by 85 people with disabilities.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, agency underutilization was 807 Females, 42 African Americans, 105 Hispanics, 27 Asians, and 2 American Indians. For minorities, during this quarter, there were 2 opportunities and 1 or 50% (1 African American) addressed these goals. For females, there were 43 opportunities and 19 or 44% addressed this goal. This agency is underutililized by 85 people with disabilities.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Agency underutilization at the beginning of FY13 was 840 Females, 45 African Americans, 108 Hispanics, 27 Asians, and 2 American Indians. For minorities, during the year, there were 15 opportunities and 7 or 47% (4 African Americans, 3 Hispanics) addressed these goals. For females, there were 112 opportunities and 52 or 46% addressed this goal. This agency is underutililized by 85 people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

The agency failed to submit its EEO/AA reports on a timely basis. The fourth quarter EEO/AA report was submitted seven weeks late. The Department of Human Rights was required to issue a Late Notice and a Notice to Show Cause before the report was submitted. In FY14, the reports must be submitted on time.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Department of Veterans' Affairs

Acting Director: Erica Borggren **EEO/AA Officer:** Mary Keen

Agency Workforce: 1,298 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	*		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.	X		
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.			X
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH 9/30/12)

Agency underutilization at the beginning of FY13 was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. There were two opportunities that did not address minority goals. This agency is parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. For minorities during this quarter there were 4 opportunities that did not address these goals.

THIRD QUARTER (*1/1/13* THROUGH *3/31/13*)

As of 1/1/13, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. During this quarter, there were no opportunities to address the female goals. For minorities during this quarter there were 2 opportunities, which did not address these goals.

FOURTH QUARTER (*4/1/13* THROUGH *6/30/13)*

As of 4/1/13, underutilization was 6 Females, 13 African Americans, and 4 Hispanics. For minorities during this quarter there was 1 opportunity to hire/promote that did not meet these goals. For females during this quarter there were no opportunities to hire/promote in the underutilized category.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 6 Females, 13 African Americans, and 2 Hispanics. For females, there were no opportunities to address these goals. For minorities, there were 9 opportunities that did not address these goals. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were no opportunities to address the female goals and too few opportunities to address the minority goals.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
AGENCY EEO/AA PROFILE

Agency: Workers' Compensation Commission

Chairman: Michael P. Latz **EEO/AA Officer:** Alma Maxey

Agency Workforce: 159 **Fiscal Year:** 2013

COMPLIANCE CRITERIA

	Met	Not Met	N/A
1. Existence of an approved plan.	X		
2. Met minimum compliance criteria:			
a. Minorities	*		
b. Females	X		
3. Agency's EEO/AA policy has been disseminated throughout the agency.	X		
4. Appropriate EEO/AA training programs.	X		
5. Inclusion of agency's EEO Officer in the investigation of all internal and external discrimination complaints.	X		
6. Timely submission of required reports.	X		
7. In an agency with 1,000 employees, documentation of the appointment, with the Director's approval of an EEO Officer and that the person reports directly to the chief executive officer.			X
8. Agency employing fewer than 1,000 employees designate an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer.	X		
9. EEO Officer has performed the duties and responsibilities outlined in the Act and the Department's Rules.	X		

AFFIRMATIVE ACTION PERFORMANCE

FIRST QUARTER (*7/1/12* THROUGH *9/30/12*)

Agency underutilization at the beginning of FY13 was 3 Asians. During this quarter, there were no opportunities to address the minority goal. Agency is at parity for females. This agency is at parity for people with disabilities.

SECOND QUARTER (*10/1/12* THROUGH *12/31/12*)

As of 10/1/12, agency underutilization was 3 Asians. During this quarter, there were 2 opportunities that did not address the minority goal.

THIRD THROUGH FOURTH QUARTERS (*1/1/13* THROUGH *6/30/13*)

As of 1/1/13, agency underutilization was 3 Asians. During these quarters, there were no opportunities to address the minority goal.

SUMMARY AFFIRMATIVE ACTION PERFORMANCE

Underutilization at the beginning of FY13 was 3 Asians. During the year, there weres two opportunities that did not address the minority goal. The agency is at parity for females. This agency is at parity for people with disabilities.

FINDINGS

Agency in compliance [X] Agency in non-compliance [ ]

RECOMMENDATIONS/COMMENTS

*There were too few opportunities to address the minority goal.

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