

Received by CMS on _____

**State African American Employment Plan
Survey 2012**

Per Senate Bill 3531/Public Act 096-1341, each state agency is required to report to CMS all of their activities in implementing the State African American Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Monday, October 31, 2011

RETURN TO: Department of Central Management Services
Bureau of Personnel/Division of Statewide Services
503 Stratton Office Building
Springfield, IL 62706
Phone: 217/524-8773
Fax: 217/558-4497
Email: nancy.pedrucci@illinois.gov

Questions may be directed to Cory Foster, CMS-Personnel at 312/814-3844 or cory.foster@illinois.gov.

**ALSO, PROVIDE A COPY TO THE DEPARTMENT OF HUMAN RIGHTS AT
THE FOLLOWING ADDRESS:**

Lon Meltesen, Chief Legal Counsel
Illinois Department of Human Rights
100 W. Randolph St., Ste. 10-100
Chicago, Illinois 60601

Agency: __Illinois Department of Commerce and Economic Opportunity (DCEO)____

Name of Individual Completing Survey: _____ Victoria Dawn Benn_____

Individual's Working Title: __Agency-wide EO Compliance/Education & Training Mgr._

Individual's Phone Number: __217/524-2997 (Voice) or 217/558-6971 (Fax)____

Director's Office/EOMC (Ridgely Building)
Individual's Mailing Address: _500 East Monroe Street, 8th Flr., Springfield, IL., 62701

Individual's Email
Address: _____ Victoria.Benn@illinois.gov _____

1. As of June 30, 2011, provide the number of African Americans employed within each of the following EEOC categories:

15 Officials and Managers

32 Professionals

0 Technicians

N/A Protective Service Workers

6 Para-Professionals

2 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

2. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

47 Officials and Managers

63 Professionals

1 Technicians

N/A Protective Service Workers

2 Para-Professionals

4 Office and Clerical

0 Skilled Craft Workers

1 Service-Maintenance

3. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

As of 06/30/11 DCEO had 428.0 employees, including the Director and Assistant Director and 12 leaves of absence.

4. As of June 30, 2011, provide the underutilization for African Americans by category:

 0 Officials and Managers

 1 Professional

 0 Technicians

 N/A Protective Service Workers

 0 Para-Professionals

 0 Office and Clerical

 0 Skilled Craft Workers

 0 Service-Maintenance

5. Does your agency provide budget allocations for African American Employment Programs? If yes, provide FY 11 budget allocation for these programs:

 N/A

6. 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 African 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 their staff as well as the respective hiring authority reminding them of their EO/AA, Executive Order #15 (1999) and State African-American Employment Plan obligations to adhere to such laws; and

All 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 State African-American Employment Plan; and

DCEO's Deputy Director of Equal Opportunity Monitoring and Compliance provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified African-Americans to the workforce; and

The Director meets regularly with the Deputy Director of Equal Opportunity Monitoring and Compliance to strategize our efforts to increase the number of highly qualified African-Americans at DCEO as well as meet the AA goals.

7. List all agency activities undertaken in implementing the State African American Employment Plan:

a) African American employment strategies (recruitment, internships, community linkages, development of a African American Employment Recruitment Plan):

The Director places great emphasis on hiring/promoting highly qualified African-American applicants and employees within managerial and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the Deputy Director of Human Resources and the Deputy Director of EOMC.

The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the Agency-wide EO Compliance/Education & Training Manager maintain excellent business relations with internal and external recruitment sources such as: local area churches; Various local and state officials of African-American descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of CMS/Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Office of Diversity Enrichment Program; A representative from the Chicago Urban League Workforce Development and Diversity Center; A representative from the University of Illinois at Chicago Career Placement Division; State agency EEO Managers; Manager of the CMS Veterans Outreach Program; the Illinois Federation of Business and Professional Women; Blacks in Government; the Interim Executive Director of the Illinois Association of Minorities in Government (IAMG); President of the Illinois Association of Hispanic State Employees (IAHSE) [whereby some of the members voluntarily disclose their bi-racial African-American ancestry]; the EO & Disability Liaison of the Illinois Department of Human Rights; Central and Southern Illinois Higher Educational Institutions; the Springfield Urban League; the Springfield NAACP; the Springfield Black Chamber of Commerce; the Illinois Committee on Black Concerns in Higher Education; the Southern Illinois University/Office of Human Resources and statewide IDES Employment and Training Centers to apprise these employment sources of

current vacancies within DCEO as well as to attempt to identify future employment/career fairs which might be scheduled in areas that are predominately located in African-American communities.

DCEO maintains a close relationship with the following community outreach partners:

- The Honorable State Representative La Shawn K. Ford of the 8th Legislative District
- Sharryon Dunbar, Interim Executive Director, Illinois Association of Minorities in Government (IAMG)
- Martha Lopez, President, Illinois Association of Hispanic State Employees (IAHSE);
- Susan Allen, EO and Disability Compliance Liaison, Illinois Department of Human Rights
- Joe Ashcraft, State Coordinator, State Hispanic Employment/Bilingual Plan Survey
- Barb McDonald, CMS Chicago Diversity Enrichment Program
- Mac McKelvey, Manager, CMS Veteran's Outreach Program
- Tina Crawley, Chicago Urban League Workforce Development and Diversity Center
- State Agency EEO Managers
- Teresa Haley, President, Springfield Chapter of the National Association for the Advancement of Colored People (NAACP)
- Nina Harris, President/CEO, Springfield Urban League
- Geoffrey Obrzut, Chief Executive Officer, Illinois Community College Board (ICCB);
- Peg Podlasek, EEO Manager at Illinois Board of Higher Education
- Debra McCoy, Manager, City of Carbondale/Office of Human Resources
- Jaci DeBrun, Manager, CMS/ SD Program
- Dan Dickerson, Manager, DHS/Disability Recruitment Program
- Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale
- Stephen Cantine, M.S., Director, Career Center – Illinois State University
- Linda Moore, Director EIU Career Services
- Jaime Velasquez, Assistant Director, UIC Office of Career Services
- Martin Kral, Director, WIU Career Services
- Tammy Craig, Director, UIS Career Development Center
- David L. Lowery, President, Chicago Far South Suburban NAACP
- Mr. Sandy Robinson, Director, Office of Community Relations/City of Springfield, Illinois
- Dr. Linda McCabe-Smith, Associate Chancellor for Diversity at SIU Carbondale
- Oscar L. Williams, President, Blacks in Government (Region V)
- Carl Byrd, 1st Deputy Commissioner, City of Chicago/Department of Buildings and President, National Forum for Black Public Administrators
- Employment and training facilities that are identified by our Office of Employment and Training and located in predominately African-American communities.

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 was represented at the following Career/Job Fairs, statewide conferences and special events:

23rd Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 8 2010, Chicago, Illinois

2011 Springfield Collegiate Career Fair sponsored by the University of Illinois, Springfield College in Illinois/Benedictine University, Robert Morris University and Lincoln Land Community College, February 17, 2011, Springfield, Illinois

23rd Annual Illinois Association of Minorities in Government (IAMG) State of the State Training Conference, March 24 – 25, 2011, Springfield, Illinois

2011 Career and Employment Expo sponsored by MacMurray College, Illinois College, The Job Center, DHS – Division of Rehabilitation Services, LLCC, West Central Mass Transit District, Jacksonville Area Chamber of Commerce, Jacksonville Regional Economic Development Corporation, Jacksonville Journal-Courier and Radio Stations WLDS/WEAI, April 14, 2011, Jacksonville, Illinois

DCEO was invited and participated at a special event sponsored by the Illinois Department of Employment Security in partnership with the U.S. Department of Veterans Affairs (located at the Jesse Brown VA Medical Center) on May 26, 2011, Chicago

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 Latina/Latino/Hispanic 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 African-American applicants for state service.

The Office of Human Resources as well as the Office of Equal Opportunity

Monitoring & Compliance 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 African-American employees to DCEO management staff for consideration when promotional opportunities arise.

As a result the Department hired:

Two (2) highly qualified African-American Official/Managers in the Office of the Director. One (1) candidate is located in the DCEO Chicago Office and the second candidate is located in the DCEO Springfield Office.

One (1) highly qualified African-American Professional in the DCEO Chicago Office/Office of Business Development/Industrial Services

And promoted:

One (1) highly qualified African-American Para-professional in the DCEO Chicago Office/Office of Management Operations

- b) Promotional programs that provide African American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your African American public and your African American employees:

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for African-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.

- c) 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. 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.

d) Recommendations provided by DHR, CMS or the Auditor General:
 N/A _____

8. Provide results of your agency's studies and monitoring success concerning the number of African American persons employed by your agency in the EEOC categories:

2011 African-American employee summary:	2012 African-American employee summary:
19 – Official/Managers	15 – Official/Managers
33 – Professionals	32 – Professionals
5 – Para-Professionals	6 - Para Professionals
2 – Office/Clericals	2 – Office/Clericals
0 – Skilled Craft Worker	0 – Skilled Craft Worker

9. Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

During FY11 the following African-American staff chose to voluntarily retire or separate by other means from state service which include; Four (4) African-American Official/Managers [1-African-American Male Official/Manager-DCEO Springfield Office of Equal Opportunity Monitoring & Compliance; 1 African-American Male Official/Manager-DCEO Chicago Office of Workforce Development, 1 African-American Woman Official/Manager – DCEO Chicago Office of Urban Assistance; and 1 African-American Woman Official/Manager-DCEO Springfield Office of Workforce Development]. During that same period two (2) African-American Professionals chose to retire or separate by other means from state service: [1 African-American Male Professional-DCEO North Central Office of Regional Outreach; 1 African-American Woman Professional-DCEO Springfield Office of Workforce Development]. And one (1) African-American Official/Manager Woman employed in the DCEO Chicago Office of Urban Assistance was discharged for cause from state service during this period. EEO records indicate that two (2) highly qualified African-American Official/Managers were hired in the DCEO Office of the Director [1-African-American Male Official/Manager is located in Region 1/Cook County; 1-African-American Male Official/Manager is located in Region 7/Sangamon County]. The Department also hired one (1) highly qualified African-American Woman in the Professional EEO job category and is located in the DCEO Chicago Office/Office of Business Development/Industrial Services. Lastly, one highly qualified African-American Woman Para-professional was promoted in the DCEO Chicago Office of Management Operations.

10. Please provide any suggestions/recommendations for increasing the number of African Americans employed by your agency.

The Department encourages all DCEO employees, including our African-American staff, to contact DCEO's Office of Human Resources to identify vacant position titles. DCEO African-American employees are also requested to access our Portal II system on the Intranet to identify current vacancies as they occur. DCEO encourages all staff to contact friends and family members who are interested in state service, by accessing the new CMS electronic employment system at <http://work.illinois.gov/>. Interested parties should complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. African-American applicants with disabilities should contact the CMS/SD Program Coordinator or the DHS/ Disability Recruitment Program Coordinator. And African-American veterans should contact the CMS/Veteran's Outreach Program Coordinator.

Please attach additional sheets as necessary.

**AFRICAN AMERICAN EMPLOYMENT PLAN SURVEY
CERTIFICATION**

NAME OF AGENCY: DCEO

ADDRESS: 500 E. Monroe Street, Springfield, Illinois 62701

TELEPHONE NUMBER: 217/524-2997

AGENCY DIRECTOR: Warren Ribley

EEO MANAGER: Victoria D. Benn

This is to certify that the attached document represents the African American Employment Plan Survey of this agency.

Date

Director

Date

EEO Manager