



State of Illinois

Department of Commerce and Economic Opportunity

# *Affirmative Action Plan*

Fiscal Year 2011



*DCEO is an Equal Opportunity Employer*

Presented to the Illinois Department of Human Rights



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 1

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**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**FOR**  
**ILLINOIS DEPARTMENT OF HUMAN RIGHTS**

**SEPTEMBER, 2010**

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## INTRODUCTION

The Illinois Department of Commerce and Economic Opportunity's (DCEO) Affirmative Action Plan serves as a guide to the agency's equal opportunity program. The component parts demonstrate how well the agency performed toward meeting its hiring and nondiscrimination objectives of the past fiscal year, and provides a blueprint demonstrating how the agency plans to proceed in regards to providing reasonable accommodations and utilizing the talents of minorities, women, physically challenged persons and veterans.

The Affirmative Action Plan was developed to meet (satisfy) the guidelines of the Illinois Department of Human Rights and the parameters and mandates of the various federal funding agencies whose programs the agency administers on a statewide basis.

The Affirmative Action Plan was developed with the intent that it would be used by management staff in their effort to keep the agency in compliance with all state and federal civil rights regulations and mandates.

The goals and objectives stated herein will be vigorously and actively pursued by the Agency-wide Equal Opportunity Compliance Manager and management staff to provide maximum accessibility to minorities, protected class individuals, physically challenged persons and veterans to hiring and implement the Agency upward mobility programs.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM  
CERTIFICATION

NAME OF AGENCY The Illinois Department of Commerce and Economic Opportunity

ADDRESS 500 East Monroe, Springfield, Illinois 62701

TELEPHONE NUMBER (217) 524-2997

AGENCY DIRECTOR Warren Ribley

AGENCY-WIDE EO MANAGER Victoria Dawn Benn

FAN OPTION ☒ Option I ☐ Option II

ATTACHMENTS (Please check and attach)

- ☒ Availability Study Support Data
- ☒ EEO/AAP Policy Statement signed by Agency Director
- ☒ Organization Chart(s)
- ☒ Grouping of Job Titles by Approved EEO Job Categories
- ☒ ISL 710 Legislative Annual Report
- ☒ Other Relevant Documents

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

Signature Warren Ribley Date 9-1-10  
Director

Signature Victoria D. Benn Date 9-1-10  
Agency-wide EO Compliance Manager

September, 2010

## DIRECTOR'S EEO/AA POLICY STATEMENT

I am committed to achieving full and effective utilization of qualified persons in the state regardless of race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, ancestry, national origin, military status or political affiliation. The department is committed to taking affirmative action to correct underutilization of minorities, females and the disabled at all levels of employment. The department further declares and reaffirms full compliance with all provisions of Federal and state rules, regulations, ordinances, laws and executive orders covering equal opportunity.

It is the department's policy to make all decisions regarding recruitment, hiring, promotions, other personnel practices, contract or grant awards without discrimination based upon race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, ancestry, national origin, military status, political affiliation or other factors which cannot be lawfully used as the basis for an employment, contract or grant decision.

This departmental policy extends to all activities and programs which are conducted statewide by other agencies, institutions, organizations or political subdivisions where service and/or financial assistance are made available by the department through contracts or other arrangements using Federal or state funds.

The designated Agency-Wide Equal Opportunity Compliance Manager has full responsibility and authority to direct and implement the department's Equal Opportunity/Affirmative Action Program. The Agency-wide EO Compliance Manager will monitor application of all mandates from Federal and state enforcement entities to businesses receiving funds from the agency.

All managers and supervisors are expected to support and implement Equal Opportunity goals and timelines, and to request advice, guidance and assistance from the Agency-wide Equal Opportunity Compliance Manager whenever necessary.

  
Warren Ribley, Director

Illinois Department of Commerce and Economic Opportunity

9 - 1 - 10  
Date



Department of Commerce and Economic Opportunity  
Policy Statement

- A. The Illinois Department of Commerce and Economic Opportunity (hereinafter referred to as the department) declares and reaffirms a policy of equal employment opportunity for all citizens. The department further declares and reaffirms full compliance with all provisions of state and Federal rules, regulations, ordinances, laws and executive orders covering equal employment opportunity.
- B. It is the department's policy to make all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment without discrimination based on race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental disability, or other factors which cannot be lawfully used as the basis for an employment decision.
- C. This departmental policy extends to all activities in programs which are conducted by other agencies, institutions, organizations or political subdivisions where financial assistance is made available by the department through contracts or other arrangements using state or Federal funds.
- D. All management and supervisory personnel shall ensure that areas of discretionary judgment provided under the Illinois Civil Services rules will not be used to circumvent the department's policy regarding equal employment opportunity.
- E. To implement this program of equal employment opportunity and affirmative action, it must be fully understood by all administrative, managerial and supervisory personnel, all other employees and the communities where department facilities are located.
- F. The basic philosophy of the department's Equal Opportunity/ Affirmative Action Program is clear: discrimination based on race, color, sex, sexual orientation, religion, ancestry, military status, political affiliation, national origin, age, marital status, or as a result of a physical or mental disability is against the law.
- G. The policy to provide reasonable accommodations to persons with physical or mental limitations is an effort to fully utilize the talents of persons who can make a contribution toward assisting the department accomplish its mission.
- H. The purpose of the Plan is to immediately proceed in a systematic manner to eliminate any artificial barriers to equal employment and promotion within the department.
- I. Through the policies and programs set forth in this Plan, the department undertakes to comply fully with state and Federal laws relating to Equal Opportunity and Nondiscrimination compliance in public service.

## RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION IMPLEMENTATION

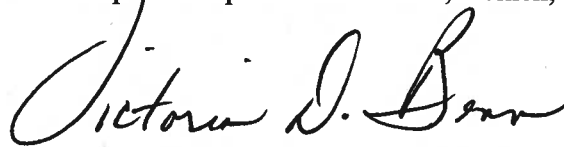
The ultimate responsibility for achieving equal employment opportunity within the department is through its Affirmative Action Plan and otherwise rests with the Director of the department both under the law and the principles of sound public administration; however, the Director has designated an Agency-wide Equal Opportunity Compliance Manager. The following are the duties of the Agency-wide EO Compliance Manager:

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Director on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
14. If the agency is in noncompliance, as described in Section 2520.795, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question;

September, 2010

RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION IMPLEMENTATION

15. Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
16. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women and the disabled. The agency EEO Officer will also assist in the recruitment of minorities, women and people with disabilities; and
17. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status and disability.
18. Review annual affirmative action plans, monitoring reports (when DCEO grant managers identify significant EO problems), and service patterns of DCEO grantees for compliance with state and Federal EO/AA rules and regulations. Provide corrective action measures when necessary.
19. Immediately notify the Director and the department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, the disabled or veterans.



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Agency-wide EO Compliance Manager  
Illinois Department of Commerce and  
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Victoria.Benn@illinois.gov

## METHODS OF DISSEMINATING THE AFFIRMATIVE ACTION POLICY AND PLAN

### **Internal**

1. The Agency-wide EO Compliance Manager will post the Affirmative Action Policy on all DCEO bulletin boards and on the DCEO Portal available to all DCEO employees.
2. The AA Policy will be included in the DCEO Employee Handbook which is also posted on the Portal.
3. The Agency-wide EO Compliance Manager will provide a copy of the Affirmative Action Plan to the following DCEO staff: Director, Assistant Director, Chicago Chief of Staff, Springfield Chief Operating Officer, Bureau Deputy Directors and subsequent division managers.
4. All DCEO staff will be notified that a copy of the Affirmative Action Plan is available upon request.

### **External**

1. The Agency-wide EO Compliance Manager will provide the State Library with 40 copies and an electronic version of the Affirmative Action Plan. The copies will be sent to the Illinois State Library acquisitions Division, Illinois Document Division (Title 23, Part 3020, Ch1, Subpart A, Section 3020.110).
2. The AA Plan will be available to all state and federal agencies as well as recruitment sources including but not limited to Illinois colleges and universities, Illinois Association of Hispanic State Employees, Illinois Association of Minorities in Government, CMS Diversity Enrichment Program, Springfield/Chicago Urban League, Spring/Chicago NAACP and various other sources.

## DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

Director:	Warren Ribley
Assistant Director:	Roxanne Nava
Chief of Staff:	Stephen Konya
Chief Operating Officer:	Terry Lutes
Deputy Director of EOMC:	Willis B. Bailey

### Agency Profile

#### **Agency Mission**

The Department of Commerce and Economic Opportunity (DCEO) is the lead state agency responsible for improving Illinois' competitiveness in the global economy. Guided by an innovative regional approach, DCEO administers a wide range of economic and workforce development programs, services and initiatives designed to create and retain high quality jobs and build strong communities. DCEO leads the Illinois economic development process in partnership with businesses, local governments, workers and families.

#### **Strategic Priorities**

- Create and Retain Illinois Jobs
- Invest in the Illinois Workforce
- Develop Illinois' Community Infrastructure and Quality of Life
- Build a Statewide Culture of Innovation and Entrepreneurship
- Promote Energy Independence
- Catalyze Growth in the Industries of Tomorrow

DCEO was created October 1, 1979, merging the departments of Local Government Affairs, the Governor's Office of Manpower and Human Development, and the Department of Business and Economic Development in order to consolidate their economic and community development programs and to increase the effectiveness of the state in industrial and community development.

On July 1, 1995 the Coal Development and Marketing, Recycling and Waste Reduction, and Energy Conservation and Alternative Energy programs were transferred from the former Department of Energy and Natural Resources (ENR) to DCEO.

On August 1, 2000 the Job Training Partnership Act (JTPA) Division transferred from DCEO to the Illinois Department of Employment Security (IDES). And in June, 2003 the Workforce Investment Act (WIA) Division, formerly known as JTPA Division, returned to DCEO under the Bureau of Workforce Development.

On June 30, 2004 the Low Income Home Energy Assistance Program staff and the Illinois Home Weatherization Assistance Program staff transferred from DCEO to the Illinois Department of Public Aid (IDPA). During fiscal year 2009 the Office of Energy Assistance returned to DCEO.

#### **EEO/AA Challenges**

The Department is underutilized in the Professional category, specifically in Region 1/ Cook County. The majority of positions in the Professional category are in the bargaining unit and therefore must be posted and filled in accordance with contractual language. This severely impedes the Department in promoting internal candidates and hiring new candidates from the eligible list. Absolute Veteran's preference is another factor that may impede our ability to recruit and hire a minority in underutilized categories. In addition, the amount of staff and vacancies in the Professional category in Region 1 is very limited.

The department will continue to identify well-qualified women, African Americans, Hispanics, Asian Americans, Native Americans, veterans and the disabled within official/manager and professional EEO job categories as they become vacant based on attrition and when new positions are authorized and appropriated.

The department will work in conjunction with the Illinois Department of Human Rights, statewide colleges and universities, advocacy groups, minority professional associations, community-based organizations, veterans outreach organizations and local unions to identify well-qualified women, African Americans, Hispanics, Asian Americans, Native Americans, veterans and the disabled who may qualify for official/manager and professional positions when they occur.

State of Illinois  
 Department of Commerce and Economic Opportunity  
 HOMEPAGE: <http://www.commerce.state.il.us/dceo/>

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**ILLINOIS OFFICES OF REGIONAL OUTREACH**

**Central**

Carlinville 62626	118 S. Plum, Suite 226	CLOSED
Carlinville 62626	18400 Shipman Road	CLOSED
Decatur 62522	Millikin U., 1184 W Main St, 310 Adm/Scovill Hall	CLOSED
Springfield 62703	UIS, One University Pl., MS UHB 4000, Ste. 4007	CLOSED

**East Central**

Danville 61832	Thornton Bldg., 28 West North St.	CLOSED
Champaign 61821	1307 N. Mattis	Phone: 217/278-5850 Fax: 217/352-0972

**North Central**

Peoria 61602	124 SW Adams, Suite 300	CLOSED
Peoria 61602-1329	100 SW Water St.	Phone: 309/676-5704 Fax: 309/676-5703
Bloomington 61704	3201 CIRA Dr., Suite 200	Phone: 309/663-7528 Fax: 309/663-8130
Canton 61520	City Hall, 2 N. Main St., 1 <sup>st</sup> floor	Phone: 309/647-5896 Fax: 309/647-9325

**Northeast**

Kankakee 60901	101 S. Schuyler Ave.	CLOSED
Bourbonnais 60914	1690 Newtowne Dr.	Phone: 815/935-0661 Fax: 815/935-0759
Libertyville 60048	Lake Co. Partners, 28055 Ashley Cir., Ste. 212	CLOSED
Joliet 60432	Will Co. EDC, 116 N. Chicago	CLOSED
Aurora 60506	43 W. Galena Blvd.	Phone: 630/844-6653 Fax: 630/844-6659

**ILLINOIS OFFICES OF REGIONAL OUTREACH (Continued)**

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<b><u>Northern Stateline</u></b>		
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<b><u>Northwest</u></b>		
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Moline 61265	622 19 <sup>th</sup> St.	Phone: 309/757-9484 Fax: 309/757-9485
<b><u>Southeast</u></b>		
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Robinson 62454	301 S. Cross St., Suite 227	CLOSED
Olney 62450	Richland Chamber, 503 E. Main	Phone: 618/392-7630 Fax: 618/392-3279
<b><u>Southern</u></b>		
Marion 62959	2309 W. Main St., Suite 124	Phone: 618/993-7228 Fax: 618/993-7648
<b><u>Southwest</u></b>		
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Waterloo 62298	100 S. Main St., Room 19	Phone: 618/939-5262 Fax: 618/939-5647
<b><u>West Central</u></b>		
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Galesburg 61401	471 E. Main St., 2 <sup>nd</sup> floor NW	CLOSED
Galesburg 61401	821 W. Main St.	Phone: 309/343-1243 Fax: 309/343-1249
Quincy 62301	Bus. & Tech. Center, 301 Oak St, 5 <sup>th</sup> floor, Ste. 5	Phone: 217/221-2521 Fax: 217/221-2522





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**Department of Commerce and Economic Opportunity**  
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### **State of Illinois West European Office**

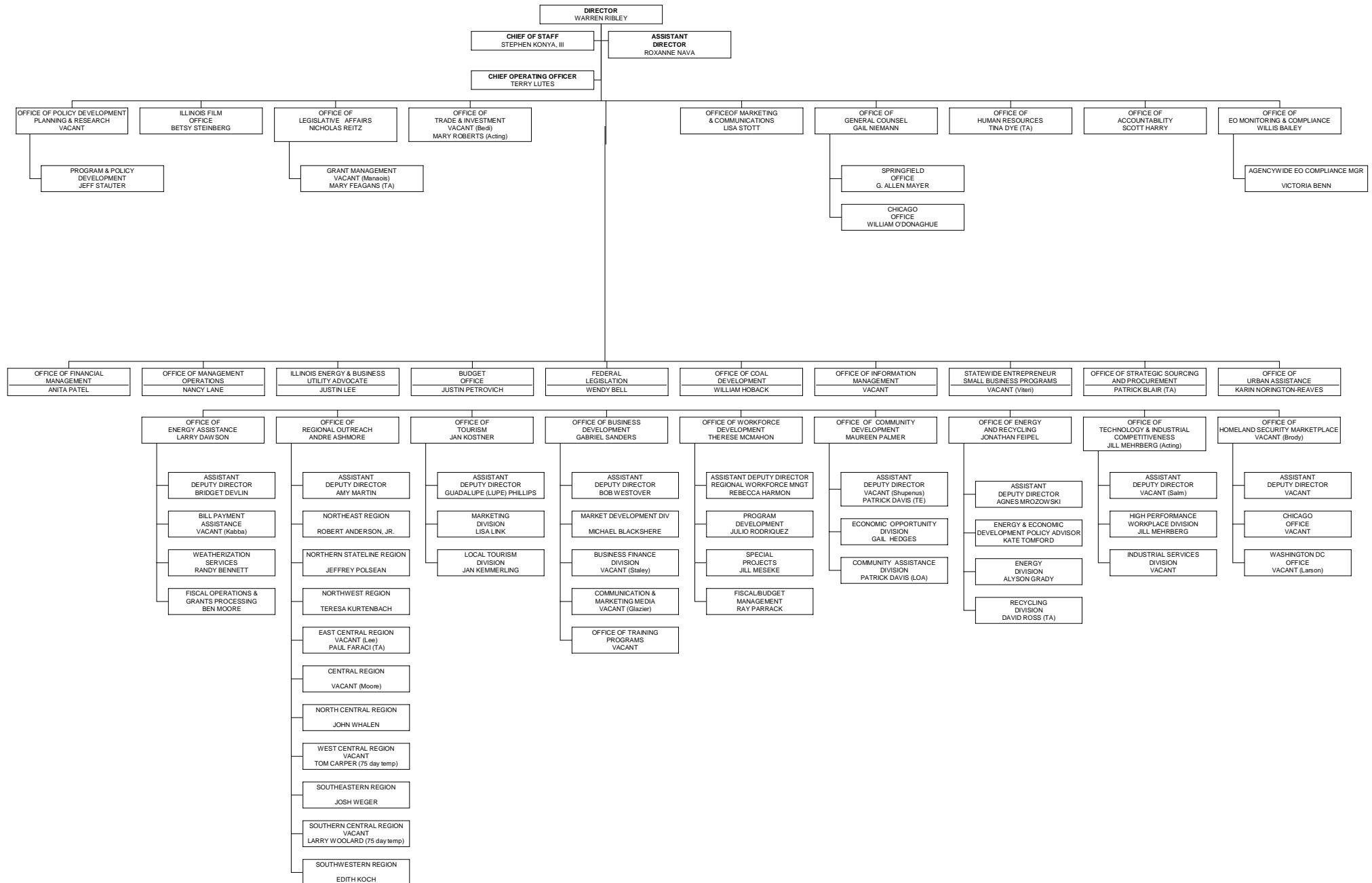
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ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

August 9, 2010



## **DCEO POSITION TITLES**

### **(001) OFFICIAL MANAGER/ADMINISTRATOR**

Official/Manager	Foreign Services Economic Development Executive I, II
Official/Manager	Public Service Administrator- Options 1, 2, 3, 4 and 8L
Official/Manager	Senior Public Service Administrator - Options 1, 2, 3, 4, and 8L

### **(002) PROFESSIONAL**

Professional	Accountant
Professional	Accountant Advanced
Professional	Accountant Supervisor
Professional	Administrative Assistant I, II
Professional	Civil Engineer III
Professional	Community Planner III
Professional	Economic Development Rep. I, II
Professional	Energy & Natural Resources Specialist I, II, III
Professional	Executive I, II
Professional	Human Resources Representative
Professional	Human Resources Specialist
Professional	Human Services Grants Coordinator I, II, III
Professional	Human Services Grants Coordinator Trainee
Professional	Industrial & Community Dev. Rep. I, II
Professional	Industrial Services Consultant I, II
Professional	Industrial Services Hygienist
Professional	Information Systems Analyst I, II, III
Professional	Information Services Specialist I, II
Professional	Information Services Intern
Professional	International Marketing Rep. I
Professional	Local Housing Advisor II, III
Professional	Local Revenue & Fiscal Advisor III
Professional	Management Operations Analyst II
Professional	Manpower Planner I, II, III, Trainee
Professional	Methods and Procedures Advisor II
Professional	Mechanical Engineer II, III
Professional	Public Administration Intern
Professional	Weatherization Specialist I, II, III, Trainee

### **(003) TECHNICIAN**

Technician	Account Technician I, II
Technician	Accountant Technician Trainee

### **(005) PARA-PROFESSIONAL**

Para/Professional	Executive Secretary I, II, III
Para/Professional	Office Coordinator, Opt. 2
Para/Professional	Office Administrator III, IV
Para/Professional	Office Secretary II
Para/Professional	Office Specialist, Opt.2
Para/Professional	Private Secretary I, II
Para/Professional	Student Worker

### **(006) OFFICE/CLERICAL**

Office/Clerical	Office Assistant, Opt. 2, Opt. 5
Office/Clerical	Office Associate, Opt. 2

### **(007) SKILLED CRAFT**

Skilled Craft	Reproduction Service Technician III
Service/Maintenance	Storekeeper I



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 2

### INTERNAL WORKFORCE ANALYSIS

The Department's internal workforce analysis shown on the following pages has been broken down according to facilities located in the following counties (i.e., Sangamon, Cook, and Williamson) and our new Regional Economic Development Offices with four or less employees situated in the counties of Adams, Champaign, DuPage, Fulton, Kane, Kankakee, Kendall, Knox, McDonough, McLean, Madison, Mercer, Monroe, Peoria, Richland, Rock Island, and Will. All workforce analysis data is based on equal employment opportunity reports generated during FY10.

The Illinois Department of Commerce and Economic Opportunity (DCEO) had a total of four-hundred and forty employees during the reporting period ending June 30, 2010. The workforce analysis by race and sex breakdown was as follows:

<u>MALE</u>	<u>TOTAL</u>	<u>% OF TOTAL</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>% OF TOTAL</u>
White	171	38.9	White	182	41.3
Black	26	5.9	Black	33	7.5
Asian	8	1.8	Asian	3	0.7
Native American	0	0.0	Native American	0	0.0
Hispanic	<u>11</u>	<u>2.5</u>	Hispanic	<u>6</u>	<u>1.4</u>
Total	216	49.1	Total	224	50.9

Total Employees: 440

#### A. Official Managers

The Illinois Department of Commerce and Economic Opportunity employed 178 persons in the Official/Manager job category representing 40.5 percent of the Department's workforce. There were 96 male Official/Managers (75 non-minority and 21 minority) and 71 non-minority and 8 minority female employees in the Official/Manager EEO job category.

#### B. Professionals

At the end of FY10, there were 233 employees in the Professional EEO job category representing 53.1 percent of the Department's workforce. There were 115 male professionals (92 non-minority and 23 minority) and 118 female professionals (95 non-minority and 23 minority).

#### C. Technicians

At the end of FY10, there were two positions or 0.5 percent of the DCEO staff represented in the Technical EEO job category. Currently, there is one (1) non-minority male and one (1) non-minority female employee in the Technical EEO job category.

INTERNAL WORKFORCE ANALYSIS (continued)

D. Para-Professionals

There were 18 employees, 4.0 percent of the DCEO workforce, in the Para-Professional EEO job category at the end of FY10. There is one male Para-professional (1 non-minority) 17 female Para-professionals (11 non-minority and 6 minority).

Office/Clerical

- E. There were 7 individuals or 1.6 percent of the DCEO workforce represented in Office/Clerical positions at the end of FY10. There was one minority male office/clerical along with 6 females (4 non-minority and 2 minority) in the Office/Clerical EEO job category.

F. Skilled Craft

DCEO staff were not represented within the Skilled Craft EEO job category for FY10.

G. Service/Maintenance

There are two (2) employees or 0.5 percent of the DCEO workforce represented in the Service/Maintenance EEO job category. These positions are occupied by non-minority males.

H. Protective Service

The Department of Commerce and Economic Opportunity does not utilize this particular job category.

### Summary of Workforce Transactions Report by EEO Category

**Agency:** Department of Commerce and Economic Opportunity

**Reporting Period:** Annual Report

July 2009 - June 2010

**EEO Category:** GRAND TOTAL

Transaction	Grand Total	Total	MALES							Total	FEMALES							PERCENTAGES						
			W	AA	H	A	NA	D	W		AA	H	A	NA	D	M	F	W	AA	H	A	NA	D	
New Hires	33	15	10	4	1	0	0	2	18	13	3	1	1	0	1	45.5%	54.5%	69.7%	21.2%	6.1%	3.0%	0.0%	9.1%	
Promotions	6	3	1	1	1	0	0	0	3	2	0	1	0	0	0	50.0%	50.0%	50.0%	16.7%	33.3%	0.0%	0.0%	0.0%	
Intra-Agency Transfers	4	1	1	0	0	0	0	0	3	2	1	0	0	0	0	25.0%	75.0%	75.0%	25.0%	0.0%	0.0%	0.0%	0.0%	
Suspensions	4	2	1	1	0	0	0	0	2	0	2	0	0	0	0	50.0%	50.0%	25.0%	75.0%	0.0%	0.0%	0.0%	0.0%	
Separations	28	14	10	1	2	1	0	0	14	5	6	2	1	0	0	50.0%	50.0%	53.6%	25.0%	14.3%	7.1%	0.0%	0.0%	
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Lay Off	4	4	3	0	1	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	75.0%	0.0%	25.0%	0.0%	0.0%	0.0%	
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Reductions	7	6	4	2	0	0	0	0	1	0	0	1	0	0	0	85.7%	14.3%	57.1%	28.6%	14.3%	0.0%	0.0%	0.0%	
Reinstatements	3	2	2	0	0	0	0	0	3	2	1	0	0	0	0	66.7%	100.0%	133.3%	33.3%	0.0%	0.0%	0.0%	0.0%	
Reemployment	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Downward Reallocations	17	10	8	2	0	0	0	1	7	7	0	0	0	0	0	58.8%	41.2%	88.2%	11.8%	0.0%	0.0%	0.0%	5.9%	

W=White      AA= African American      H=Hispanic      A=Asians      NA=Native American      D=Disabled

DHR-10 (Rev. 5-08)

### Summary of Workforce Transactions Report by EEO Category

**Agency:** Department of Commerce and Economic Opportunity

**Reporting Period:** 1st Qtr. FY10

**EEO Category:** GRAND TOTAL

Transaction	Grand		MALES							FEMALES							PERCENTAGES						
	Total	Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
New Hires	5	1	1	0	0	0	0	0	4	3	0	1	0	0	0	20.0%	80.0%	80.0%	0.0%	20.0%	0.0%	0.0%	0.0%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Suspensions	2	1	0	1	0	0	0	0	1	0	1	0	0	0	0	50.0%	50.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Separations	2	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0.0%	100.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Lay Off	4	4	3	0	1	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	75.0%	0.0%	25.0%	0.0%	0.0%	0.0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reductions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reinstatements	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

W=White      AA= African American      H=Hispanic      A=Asians      NA=Native American      D=Disabled



### Summary of Workforce Transactions Report by EEO Category

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 2nd Qtr. FY10

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							Total	FEMALES							PERCENTAGES							
			W	AA	H	A	NA	D	W		AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
New Hires	8	1	0	1	0	0	0	0	7	5	2	0	0	0	1	12.5%	87.5%	62.5%	37.5%	0.0%	0.0%	0.0%	12.5%		
Promotions	3	1	0	1	0	0	0	0	2	1	0	1	0	0	0	33.3%	66.7%	33.3%	33.3%	33.3%	0.0%	0.0%	0.0%		
Intra-Agency Transfers	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Separations	14	8	7	0	1	0	0	0	6	0	4	1	1	0	0	57.1%	42.9%	50.0%	28.6%	14.3%	7.1%	0.0%	0.0%		
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%		
Reinstatements	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

W=White      AA= African American      H=Hispanic      A=Asians      NA=Native American      D=Disabled

### Summary of Workforce Transactions Report by EEO Category

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 3rd Qtr. FY10

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							Total	FEMALES							PERCENTAGES							
			W	AA	H	A	NA	D	W		AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
New Hires	6	3	2	1	0	0	0	1	3	3	0	0	0	0	0	50.0%	50.0%	83.3%	16.7%	0.0%	0.0%	0.0%	16.7%		
Promotions	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%		
Intra-Agency Transfers	3	1	1	0	0	0	0	0	2	1	1	0	0	0	0	33.3%	66.7%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%		
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Separations	8	4	2	1	0	1	0	0	4	2	2	0	0	0	0	50.0%	50.0%	50.0%	37.5%	0.0%	12.5%	0.0%	0.0%		
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reemployment	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Reallocations	17	10	8	2	0	0	0	1	7	7	0	0	0	0	0	58.8%	41.2%	88.2%	11.8%	0.0%	0.0%	0.0%	5.9%		

W=White      AA= African American      H=Hispanic      A=Asians      NA=Native American      D=Disabled

### Summary of Workforce Transactions Report by EEO Category

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							Total	FEMALES						PERCENTAGES									
			W	AA	H	A	NA	D	W		AA	H	A	NA	D	M	F	W	AA	H	A	NA	D			
New Hires	14	10	7	2	1	0	0	1	4	2	1	0	1	0	0	71.4%	28.6%	64.3%	21.4%	7.1%	7.1%	0.0%	7.1%			
Promotions	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	50.0%	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Suspensions	2	1	1	0	0	0	0	0	1	0	1	0	0	0	0	50.0%	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%			
Separations	4	2	1	0	1	0	0	0	2	2	0	0	0	0	0	50.0%	50.0%	75.0%	0.0%	25.0%	0.0%	0.0%	0.0%			
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Reductions	3	3	2	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%			
Reinstatements	3	2	2	0	0	0	0	0	1	0	1	0	0	0	0	66.7%	33.3%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%			
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

W=White      AA= African American      H=Hispanic      A=Asians      NA=Native American      D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: **Grand Total**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES					
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	178	96	75	11	5	5	0	8	82	71	8	2	1	0	4	53.9%	46.1%	82.0%	10.7%	3.9%	3.4%	0.0%	6.7%
Professionals	233	115	92	15	5	3	0	9	118	95	18	3	2	0	8	49.4%	50.6%	80.3%	14.2%	3.4%	2.1%	0.0%	7.3%
Technicians	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	50.0%	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	18	1	1	0	0	0	0	1	17	11	5	1	0	0	1	5.6%	94.4%	66.7%	27.8%	5.6%	0.0%	0.0%	11.1%
Office / Clerical	7	1	0	0	1	0	0	0	6	4	2	0	0	0	4	14.3%	85.7%	57.1%	28.6%	14.3%	0.0%	0.0%	57.1%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>440</b>	<b>216</b>	<b>171</b>	<b>26</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>18</b>	<b>224</b>	<b>182</b>	<b>33</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>17</b>	<b>49.1%</b>	<b>50.9%</b>	<b>80.2%</b>	<b>13.4%</b>	<b>3.9%</b>	<b>2.5%</b>	<b>0.0%</b>	<b>8.0%</b>

Grand Total Employees for All Regions:		Males:	216	Females:	224	Total Minorities:	87				
			49.1%		50.9%		19.8%				
White:	353	Afr Am:	59	Hispanic:	17	Asian:	11	Nat Am:	0	Disabled:	35
	80.2%		13.4%		3.9%		2.5%		0.0%		8.0%

DHR-9 (Rev. 10-06)

W=White AA=African American H=Hispanic A=Asian NA=Native American D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES					
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	57	31	18	7	3	3	0	1	26	18	6	2	0	0	2	54.4%	45.6%	63.2%	22.8%	8.8%	5.3%	0.0%	5.3%
Professionals	57	28	17	8	3	0	0	2	29	14	13	2	0	0	1	49.1%	50.9%	54.4%	36.8%	8.8%	0.0%	0.0%	5.3%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	5	1	1	0	0	0	0	1	4	1	3	0	0	0	0	20.0%	80.0%	40.0%	60.0%	0.0%	0.0%	0.0%	20.0%
Office / Clerical	4	1	0	0	1	0	0	0	3	1	2	0	0	0	3	25.0%	75.0%	25.0%	50.0%	25.0%	0.0%	0.0%	75.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>123</b>	<b>61</b>	<b>36</b>	<b>15</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>62</b>	<b>34</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>49.6%</b>	<b>50.4%</b>	<b>56.9%</b>	<b>31.7%</b>	<b>8.9%</b>	<b>2.4%</b>	<b>0.0%</b>	<b>8.1%</b>

Grand Total Employees for Region 1:		Males:	61	Females:	62	Total Minorities:		53			
			49.6%		50.4%			43.1%			
White:	70	Afr Am:	39	Hispanic:	11	Asian:	3	Nat Am:	0	Disabled:	10
	56.9%		31.7%		8.9%		2.4%		0.0%		8.1%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 2

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Professionals	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

<b>Grand Total Employees for Region 2:</b>		<b>Males:</b>	<b>3</b>	<b>Females:</b>	<b>0</b>	<b>Total Minorities:</b>	<b>0</b>
			100.0%		0.0%		0.0%
<b>White:</b>	<b>3</b>	<b>Afr Am:</b>	<b>0</b>	<b>Hispanic:</b>	<b>0</b>	<b>Asian:</b>	<b>0</b>
	100.0%		0.0%		0.0%		0.0%
						<b>Nat Am:</b>	<b>0</b>
							0.0%
						<b>Disabled:</b>	<b>0</b>
							0.0%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 3

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	3	2	1	0	1	0	0	0	1	1	0	0	0	0	0	66.7%	33.3%	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%		
Professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	4	3	2	0	1	0	0	0	1	1	0	0	0	0	0	75.0%	25.0%	75.0%	0.0%	25.0%	0.0%	0.0%	0.0%		

<b>Grand Total Employees for Region 3:</b>		<b>Males:</b>	<b>3</b>	<b>Females:</b>	<b>1</b>	<b>Total Minorities:</b>	<b>1</b>
			<b>75.0%</b>		<b>25.0%</b>		<b>25.0%</b>
<b>White:</b>	<b>3</b>	<b>Afr Am:</b>	<b>0</b>	<b>Hispanic:</b>	<b>1</b>	<b>Asian:</b>	<b>0</b>
	<b>75.0%</b>		<b>0.0%</b>		<b>25.0%</b>		<b>0.0%</b>
						<b>Nat Am:</b>	<b>0</b>
							<b>0.0%</b>
						<b>Disabled:</b>	<b>0</b>
							<b>0.0%</b>

IR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 4

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES					
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

<b>Grand Total Employees for Region 4:</b>		<b>Males: 2</b>		<b>Females: 0</b>		<b>Total Minorities: 1</b>	
		100.0%		0.0%		50.0%	
White:	1	Afr Am:	1	Hispanic:	0	Asian:	0
50.0%		50.0%		0.0%		0.0%	
				Nat Am: 0		Disabled: 0	
				0.0%		0.0%	

HR-9 (Rev. 10-06)      W=White    AA=African American    H=Hispanic    A=Asian    NA=Native American    D=Disabled



## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 5

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

<b>Grand Total Employees for Region 5:</b>		<b>Males:</b>		<b>Females:</b>		<b>Total Minorities:</b>	
		1		0		0	
		100.0%		0.0%		0.0%	
<b>White:</b>	1	<b>Afr Am:</b>	0	<b>Hispanic:</b>	0	<b>Asian:</b>	0
100.0%		0.0%		0.0%		0.0%	
						<b>Nat Am:</b>	0
						0.0%	
						<b>Disabled:</b>	0
							0.0%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 6

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Grand Total Employees for Region 6:		Males:	1	Females:	0	Total Minorities:	0
			100.0%		0.0%		0.0%
White:	1	Afr Am:	0	Hispanic:	0	Asian:	0
	100.0%		0.0%		0.0%		0.0%
						Nat Am:	0
							0.0%
						Disabled:	0
							0.0%

JHR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	106	55	50	4	0	1	0	6	51	48	2	0	1	0	2	51.9%	48.1%	92.5%	5.7%	0.0%	1.9%	0.0%	7.5%		
Professionals	160	76	66	5	2	3	0	6	84	77	4	1	2	0	7	47.5%	52.5%	89.4%	5.6%	1.9%	3.1%	0.0%	8.1%		
Technicians	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	50.0%	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para- professionals	12	0	0	0	0	0	0	0	12	9	2	1	0	0	1	0.0%	100.0%	75.0%	16.7%	8.3%	0.0%	0.0%	8.3%		
Office / Clerical	2	0	0	0	0	0	0	0	2	2	0	0	0	0	1	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	50.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	284	134	119	9	2	4	0	12	150	137	8	2	3	0	11	47.2%	52.8%	90.1%	6.0%	1.4%	2.5%	0.0%	8.1%		

Grand Total Employees for Region 7:		Males:	134	Females:	150	Total Minorities:	28				
			47.2%		52.8%		9.9%				
White:	256	Afr Am:	17	Hispanic:	4	Asian:	7	Nat Am:	0	Disabled:	23
	90.1%		6.0%		1.4%		2.5%		0.0%		8.1%

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## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 8

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES					
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Grand Total Employees for Region 8:		Males:	0	Females:	1	Total Minorities:	0				
			0.0%		100.0%		0.0%				
White:	1	Afr Am:	0	Hispanic:	0	Asian:	0	Nat Am:	0	Disabled:	0
	100.0%		0.0%		0.0%		0.0%		0.0%		0.0%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 9

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Professionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para- professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	2	1	0	1	0	0	0	0	1	1	0	0	0	0	0	50.0%	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%		

<b>Grand Total Employees for Region 9:</b>		<b>Males:</b>	<b>1</b>	<b>Females:</b>	<b>1</b>	<b>Total Minorities:</b>	<b>1</b>
			<b>50.0%</b>		<b>50.0%</b>		<b>50.0%</b>
<b>White:</b>	<b>1</b>	<b>Afr Am:</b>	<b>1</b>	<b>Hispanic:</b>	<b>0</b>	<b>Asian:</b>	<b>0</b>
	<b>50.0%</b>		<b>50.0%</b>		<b>0.0%</b>		<b>0.0%</b>
						<b>Nat Am:</b>	<b>0</b>
							<b>0.0%</b>
						<b>Disabled:</b>	<b>0</b>
							<b>0.0%</b>

DHR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 10

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para- professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Grand Total Employees for Region 10:		Males:	0	Females:	1	Total Minorities:	0
			0.0%		100.0%		0.0%
White:	1	Afr Am:	0	Hispanic:	0	Asian:	0
	100.0%		0.0%		0.0%		0.0%
						Nat Am:	0
							0.0%
						Disabled:	0
							0.0%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: 11

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES					
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D
Officials / Managers	4	1	1	0	0	0	0	0	3	3	0	0	0	0	0	25.0%	75.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	8	6	6	0	0	0	0	1	2	2	0	0	0	0	0	75.0%	25.0%	100.0%	0.0%	0.0%	0.0%	0.0%	12.5%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-professionals	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Office / Clerical	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>14</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50.0%</b>	<b>50.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>7.1%</b>

<b>Grand Total Employees for Region 11:</b>		<b>Males: 7</b>		<b>Females: 7</b>		<b>Total Minorities: 0</b>	
		50.0%		50.0%		0.0%	
<b>White:</b>	<b>14</b>	<b>Afr Am:</b>	<b>0</b>	<b>Hispanic:</b>	<b>0</b>	<b>Asian:</b>	<b>0</b>
100.0%		0.0%		0.0%		0.0%	
						<b>Nat Am:</b>	<b>0</b>
						0.0%	
						<b>Disabled:</b>	<b>1</b>
							7.1%

HR-9 (Rev. 10-06)      W=White   AA=African American   H=Hispanic   A=Asian   NA=Native American   D=Disabled

## Summary of Workforce Analysis by Region

Agency: Department of Commerce and Economic Opportunity

Reporting Period: 4th Quarter FY10

Region: **Out of Country**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	AA	H	A	NA	D	Total	W	AA	H	A	NA	D	M	F	W	AA	H	A	NA	D		
Officials / Managers	3	3	1	0	1	1	0	1	0	0	0	0	0	0	0	100.0%	0.0%	33.3%	0.0%	33.3%	33.3%	0.0%	33.3%		
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Para- professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
TOTAL	3	3	1	0	1	1	0	1	0	0	0	0	0	0	0	100.0%	0.0%	33.3%	0.0%	33.3%	33.3%	0.0%	33.3%		

Grand Total Employees for Region 11:		Males:	3	Females:	0	Total Minorities:	2
			100.0%		0.0%		66.7%
White:	1	Afr Am:	0	Hispanic:	1	Asian:	1
	33.3%		0.0%		33.3%		33.3%
						Nat Am:	0
							0.0%
						Disabled:	1
							33.3%

DHR-9 (Rev. 10-06)      W=White    AA=African American    H=Hispanic    A=Asian    NA=Native American    D=Disabled



# Summary Of Workforce Analysis By Region

Agency: DCEO  
Region: 1

Report Date: 6/30/2010

EEO Category	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance	Grand Total
<b>Male:</b>									
White	18	17	0	0	1	0	0	0	36
African American	7	8	0	0	0	0	0	0	15
Hispanic	3	3	0	0	0	1	0	0	7
Asian	3	0	0	0	0	0	0	0	3
Native American	0	0	0	0	0	0	0	0	0
<b>Total Male</b>	<b>31</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>61</b>
<b>Female:</b>									
White	18	14	0	0	1	1	0	0	34
African American	6	13	0	0	3	2	0	0	24
Hispanic	2	2	0	0	0	0	0	0	4
Asian	0	0	0	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0	0
<b>Total Female</b>	<b>26</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>62</b>
<b>Grand Total</b>	<b>57</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>123</b>
<b>Percentages:</b>									
Male	54.4%	49.1%	0.0%	0.0%	20.0%	25.0%	0.0%	0.0%	49.6%
Female	45.6%	50.9%	0.0%	0.0%	80.0%	75.0%	0.0%	0.0%	50.4%
White	63.2%	54.4%	0.0%	0.0%	40.0%	25.0%	0.0%	0.0%	56.9%
African American	22.8%	36.8%	0.0%	0.0%	60.0%	50.0%	0.0%	0.0%	31.7%
Hispanic	8.8%	8.8%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	8.9%
Asian	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%
Native American	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## Disabled:

Male	3	3	0	0	1	3	0	0	10
Female	0	0	0	0	0	0	0	0	0
<b>Total Disabled</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>10</b>
Percentage	5.3%	5.3%	0.0%	0.0%	20.0%	75.0%	0.0%	0.0%	8.1%

## Grand Total Employees For Region:

<b>Male</b>	<b>61</b>	<b>Female</b>	<b>62</b>						
	<b>49.6%</b>		<b>50.4%</b>						
<b>White</b>	<b>70</b>	<b>Afr. Am.</b>	<b>39</b>	<b>Hispanic</b>	<b>11</b>	<b>Asian</b>	<b>3</b>	<b>Nat. Am.</b>	<b>0</b>
	<b>56.9%</b>		<b>31.7%</b>		<b>8.9%</b>		<b>2.4%</b>		<b>0.0%</b>

### Final Availability Summary

Agency: DCEO  
 Affirmative Action Group: AFRICAN AMERICANS

Region: 1  
 Facility: Chicago

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	57	57	0	0	5	4	0	0
Final Availability Percentage (FAP)	18.66	25.31	0.00	0.00	28.00	0.00	0.00	0.00
Number Needed for Parity	10	14	0	0	1	0	0	0
Number of Affirmative Action Group Members Already Employed	13	21	0	0	3	2	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 1 AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	3	0.46	U.S. Census Bureau
2. Unemployed in region	287,188	103,894	36.2%	3	1.09	IL Department of Employment Security
3. Total employed in region	3,900,294	571,670	14.7%	6	0.88	IL Department of Employment Security
4. Those having requisite skills in the region	618,175	61,680	10.0%	28	2.79	U.S. Census Bureau
5. Those having requisite skills in the region in state government	2,272	724	31.9%	30	9.56	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	57	21	36.8%	20	7.37	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	58,279	6,911	11.9%	10	1.19	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				----- 100	----- 18.66	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:  
 \*Optional

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 1 AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	3	0.46	U.S. Census Bureau
2. Unemployed in region	287,188	103,894	36.2%	2	0.72	IL Department of Employment Security
3. Total employed in region	3,900,294	571,670	14.7%	15	2.20	IL Department of Employment Security
4. Those having requisite skills in the region	810,380	90,595	11.2%	20	2.24	U.S. Census Bureau
5. Those having requisite skills in the region in state government	8,790	3,703	42.1%	30	12.64	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	5	3	60.0%	20	12.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	128,565	17,751	13.8%	10	1.38	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	25.31	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 1 AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	2	0.30	U.S. Census Bureau
2. Unemployed in region	287,188	103,894	36.2%	3	1.09	IL Department of Employment Security
3. Total employed in region	3,900,294	571,670	14.7%	5	0.73	IL Department of Employment Security
4. Those having requisite skills in the region	2,336	90	3.9%	20	0.77	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,054	532	50.5%	35	17.67	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	4	2	50.0%	25	12.50	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	164,005	31,736	19.4%	10	1.94	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	28.00	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: HISPANICS

Region: 1  
Facility: Chicago

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	57	57	0	0	5	4	0	0
Final Availability Percentage (FAP)	7.11	8.51	0.00	0.00	11.42	0.00	0.00	0.00
Number Needed for Parity	4	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	5	5	0	0	0	1	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	3	0.40	U.S. Census Bureau
2. Unemployed in region	287,188	57,469	20.0%	3	0.60	IL Department of Employment Security
3. Total employed in region	3,900,294	569,936	14.6%	6	0.88	IL Department of Employment Security
4. Those having requisite skills in the region	618,175	38,688	6.3%	28	1.75	U.S. Census Bureau
5. Those having requisite skills in the region in state government	2,272	205	9.0%	30	2.71	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	57	5	8.8%	20	1.75	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	58,279	4,653	8.0%	10	0.80	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	7.11	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:  
 \*Optional

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	3	0.40	U.S. Census Bureau
2. Unemployed in region	287,188	57,469	20.0%	2	0.40	IL Department of Employment Security
3. Total employed in region	3,900,294	569,936	14.6%	15	2.19	IL Department of Employment Security
4. Those having requisite skills in the region	810,380	42,270	5.2%	20	1.04	U.S. Census Bureau
5. Those having requisite skills in the region in state government	8,790	979	11.1%	50	5.57	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	5	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	128,565	13,322	10.4%	10	1.04	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	8.51	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to limited factors in the computation to the FAP to equal 100% of Column D as required by IDHR rules.



AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	2	0.27	U.S. Census Bureau
2. Unemployed in region	287,188	57,469	20.0%	3	0.60	IL Department of Employment Security
3. Total employed in region	3,900,294	569,936	14.6%	5	0.73	IL Department of Employment Security
4. Those having requisite skills in the region	2,336	71	3.0%	20	0.61	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,054	129	12.2%	35	4.28	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	4	1	25.0%	25	6.25	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	164,005	25,231	15.4%	10	1.54	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	11.42	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: WOMEN

Region: 1  
Facility: Chicago

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	57	57	0	0	5	4	0	0
Final Availability Percentage (FAP)	39.31	47.86	0.00	0.00	55.82	0.00	0.00	0.00
Number Needed for Parity	22	27	0	0	2	0	0	0
Number of Affirmative Action Group Members Already Employed	26	29	0	0	4	3	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total # -----	B Minority Group # -----	C Percentage Total % -----	D Value Weight % -----	E Weighted Factor % -----	Source of Statistics -----
1. Population in Illinois	12,600,620	6,423,314	51.0%	3	1.53	U.S. Census Bureau
2. Unemployed in region	287,188	131,638	45.8%	3	1.38	IL Department of Employment Security
3. Total employed in region	3,900,294	1,819,999	46.7%	6	2.80	IL Department of Employment Security
4. Those having requisite skills in the region	618,175	244,044	39.5%	28	11.05	U.S. Census Bureau
5. Those having requisite skills in the region in state government	2,272	1,144	50.4%	30	15.11	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	57	32	56.1%	20	11.23	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	58,279	35,261	60.5%	10	6.05	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				----- 100	----- 39.31	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	6,423,314	51.0%	3	1.53	U.S. Census Bureau
2. Unemployed in region	287,188	131,638	45.8%	2	0.92	IL Department of Employment Security
3. Total employed in region	3,900,294	1,819,999	46.7%	15	7.00	IL Department of Employment Security
4. Those having requisite skills in the region	810,380	427,909	52.8%	20	10.56	U.S. Census Bureau
5. Those having requisite skills in the region in state government	8,790	5,219	59.4%	30	17.81	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	5	4	80.0%	20	16.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	128,565	77,154	60.0%	10	6.00	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	47.86	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total # -----	B Minority Group # -----	C Percentage Total % -----	D Value Weight % -----	E Weighted Factor % -----	Source of Statistics -----
1. Population in Illinois	12,600,620	6,423,314	51.0%	2	1.02	U.S. Census Bureau
2. Unemployed in region	287,188	131,638	45.8%	3	1.38	IL Department of Employment Security
3. Total employed in region	3,900,294	1,819,999	46.7%	5	2.33	IL Department of Employment Security
4. Those having requisite skills in the region	2,336	1,410	60.4%	20	12.07	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,054	863	81.9%	35	28.66	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	4	3	75.0%	25	18.75	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	164,005	91,222	55.6%	10	5.56	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				----- 100	----- 55.82	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: ASIANS

Region: 1  
Facility: Chicago

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	57	57	0	0	5	4	0	0
Final Availability Percentage (FAP)	4.01	6.07	0.00	0.00	2.49	0.00	0.00	0.00
Number Needed for Parity	2	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>3</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	3	0.12	U.S. Census Bureau
2. Unemployed in region	287,188	10,823	3.8%	3	0.11	IL Department of Employment Security
3. Total employed in region	3,900,294	199,201	5.1%	6	0.31	IL Department of Employment Security
4. Those having requisite skills in the region	618,175	26,469	4.3%	39	1.67	U.S. Census Bureau
5. Those having requisite skills in the region in state government	2,272	111	4.9%	39	1.91	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	57	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	58,279	5,281	9.1%	10	0.91	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	4.01	Final Availability Percent

NOTE: The value weight for Factors #4 and #5 are greater than the IDHR parameters due to limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	3	0.12	U.S. Census Bureau
2. Unemployed in region	287,188	10,823	3.8%	2	0.08	IL Department of Employment Security
3. Total employed in region	3,900,294	199,201	5.1%	15	0.77	IL Department of Employment Security
4. Those having requisite skills in the region	810,380	71,638	8.8%	20	1.77	U.S. Census Bureau
5. Those having requisite skills in the region in state government	8,790	701	8.0%	50	3.99	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	5	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	128,565	11,265	8.8%	10	0.88	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	6.07	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.



AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 1  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	2	0.08	U.S. Census Bureau
2. Unemployed in region	287,188	10,823	3.8%	3	0.11	IL Department of Employment Security
3. Total employed in region	3,900,294	199,201	5.1%	5	0.26	IL Department of Employment Security
4. Those having requisite skills in the region	2,336	33	1.4%	20	0.28	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,054	28	2.7%	60	1.59	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	4	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	164,005	12,984	7.9%	10	0.79	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	2.49	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: NATIVE AMERICANS

Region: 1  
Facility: Chicago

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	57	57	0	0	5	4	0	0
Final Availability Percentage (FAP)	0.17	0.21	0.00	0.00	0.17	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 1 AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	3	0.01	U.S. Census Bureau
2. Unemployed in region	287,188	1,178	0.4%	3	0.01	IL Department of Employment Security
3. Total employed in region	3,900,294	8,797	0.2%	6	0.01	IL Department of Employment Security
4. Those having requisite skills in the region	618,175	652	0.1%	39	0.04	U.S. Census Bureau
5. Those having requisite skills in the region in state government	2,272	6	0.3%	39	0.10	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	57	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	58,279	169	0.3%	10	0.03	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.17	Final Availability Percent

NOTE: The value weight for Factors #4 and #5 are greater than the IDHR parameters due to limited factors in the computation to the FAP to equal 100% of Column D as required by IDHR rules.

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 1 AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	3	0.01	U.S. Census Bureau
2. Unemployed in region	287,188	1,178	0.4%	2	0.01	IL Department of Employment Security
3. Total employed in region	3,900,294	8,797	0.2%	15	0.03	IL Department of Employment Security
4. Those having requisite skills in the region	810,380	794	0.1%	20	0.02	U.S. Census Bureau
5. Those having requisite skills in the region in state government	8,790	29	0.3%	50	0.16	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	5	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	128,565	393	0.3%	10	0.03	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.21	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to limited factors in the computation to the FAP to equal 100% of Column D as required by IDHR rules.

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: I AMERICANS  
 Facility: Chicago

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	2	0.01	U.S. Census Bureau
2. Unemployed in region	287,188	1,178	0.4%	3	0.01	IL Department of Employment Security
3. Total employed in region	3,900,294	8,797	0.2%	5	0.01	IL Department of Employment Security
4. Those having requisite skills in the region	2,336	11	0.5%	20	0.09	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,054	1	0.1%	60	0.06	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	4	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	164,005	550	0.3%	10	0.03	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.17	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

# Summary Of Workforce Analysis By Region

Agency: DCEO  
Region: 7

Report Date: 6/30/2010

EEO Category	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance	Grand Total
<b>Male:</b>									
White	50	66	1	0	0	0	0	2	119
African American	4	5	0	0	0	0	0	0	9
Hispanic	0	2	0	0	0	0	0	0	2
Asian	1	3	0	0	0	0	0	0	4
Native American	0	0	0	0	0	0	0	0	0
<b>Total Male</b>	<b>55</b>	<b>76</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>134</b>
<b>Female:</b>									
White	48	77	1	0	9	2	0	0	137
African American	2	4	0	0	2	0	0	0	8
Hispanic	0	1	0	0	1	0	0	0	2
Asian	1	2	0	0	0	0	0	0	3
Native American	0	0	0	0	0	0	0	0	0
<b>Total Female</b>	<b>51</b>	<b>84</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>150</b>
<b>Grand Total</b>	<b>106</b>	<b>160</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>284</b>
<b>Percentages:</b>									
Male	51.9%	47.5%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	47.2%
Female	48.1%	52.5%	50.0%	0.0%	100.0%	100.0%	0.0%	0.0%	52.8%
White	92.5%	89.4%	100.0%	0.0%	75.0%	100.0%	0.0%	100.0%	90.1%
African American	5.7%	5.6%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	6.0%
Hispanic	0.0%	1.9%	0.0%	0.0%	8.3%	0.0%	0.0%	0.0%	1.4%
Asian	1.9%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.5%
Native American	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## Disabled:

Male	8	13	0	0	1	1	0	0	23
Female	0	0	0	0	0	0	0	0	0
<b>Total Disabled</b>	<b>8</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>23</b>
Percentage	7.5%	8.1%	0.0%	0.0%	8.3%	50.0%	0.0%	0.0%	8.1%

## Grand Total Employees For Region:

<b>Male</b>	<b>134</b>	<b>Female</b>	<b>150</b>						
	<b>47.2%</b>		<b>52.8%</b>						
<b>White</b>	<b>256</b>	<b>Afr. Am.</b>	<b>17</b>	<b>Hispanic</b>	<b>4</b>	<b>Asian</b>	<b>7</b>	<b>Nat. Am.</b>	<b>0</b>
	<b>90.1%</b>		<b>6.0%</b>		<b>1.4%</b>		<b>2.5%</b>		<b>0.0%</b>

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: AFRICAN AMERICANS

Region: 7  
Facility: Springfield

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	106	160	2	0	12	2	0	2
Final Availability Percentage (FAP)	4.77	6.37	0.00	0.00	7.73	0.00	0.00	0.00
Number Needed for Parity	5	10	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	6	9	0	0	2	0	0	0
Underutilization/Parity	<b>P</b>	<b>1</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	3	0.46	U.S. Census Bureau
2. Unemployed in region	15,402	2,323	15.1%	3	0.45	IL Department of Employment Security
3. Total employed in region	230,828	11,658	5.1%	6	0.30	IL Department of Employment Security
4. Those having requisite skills in the region	33,580	1,048	3.1%	28	0.87	U.S. Census Bureau
5. Those having requisite skills in the region in state government	3,331	222	6.7%	30	2.00	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	162	9	5.6%	20	1.11	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	1,973	151	7.7%	10	0.77	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	4.77	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional



AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	3	0.46	U.S. Census Bureau
2. Unemployed in region	15,402	2,323	15.1%	2	0.30	IL Department of Employment Security
3. Total employed in region	230,828	11,658	5.1%	15	0.76	IL Department of Employment Security
4. Those having requisite skills in the region	42,650	1,553	3.6%	20	0.73	U.S. Census Bureau
5. Those having requisite skills in the region in state government	7,131	480	6.7%	30	2.02	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	14	2	14.3%	20	2.86	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	6,047	506	8.4%	10	0.84	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	6.37	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	2	0.30	U.S. Census Bureau
2. Unemployed in region	15,402	2,323	15.1%	3	0.45	IL Department of Employment Security
3. Total employed in region	230,828	11,658	5.1%	5	0.25	IL Department of Employment Security
4. Those having requisite skills in the region	239	36	15.1%	20	3.01	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,389	101	7.3%	60	4.36	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	2	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	9,190	1,178	12.8%	10	1.28	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	7.73	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factor needed in the computation of the FAP to equal 100% of the IDHR rules.

# Final Availability Summary

Agency: DCEO  
Affirmative Action Group: HISPANICS

Region: 7  
Facility: Springfield

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	106	160	2	0	12	2	0	2
Final Availability Percentage (FAP)	1.26	2.20	0.00	0.00	1.18	0.00	0.00	0.00
Number Needed for Parity	1	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	3	0	0	1	0	0	0
Underutilization/Parity	1	P	P	P	P	P	P	P

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	3	0.40	U.S. Census Bureau
2. Unemployed in region	15,402	283	1.8%	3	0.06	IL Department of Employment Security
3. Total employed in region	230,828	1,757	0.8%	6	0.05	IL Department of Employment Security
4. Those having requisite skills in the region	33,580	246	0.7%	28	0.21	U.S. Census Bureau
5. Those having requisite skills in the region in state government	3,331	35	1.1%	30	0.32	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	162	3	1.9%	20	0.37	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	1,973	37	1.9%	10	0.19	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	1.26	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:  
 \*Optional

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	3	0.40	U.S. Census Bureau
2. Unemployed in region	15,402	283	1.8%	2	0.04	IL Department of Employment Security
3. Total employed in region	230,828	1,757	0.8%	15	0.11	IL Department of Employment Security
4. Those having requisite skills in the region	42,650	284	0.7%	20	0.13	U.S. Census Bureau
5. Those having requisite skills in the region in state government	7,131	102	1.4%	30	0.43	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	14	1	7.1%	20	1.43	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	6,047	128	2.1%	10	0.21	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	2.20	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
Category: Para-Professionals  
Option: 1

Final Availability Percent  
Worksheet

Affirmative Action Group: HISPANICS  
Region: 7  
Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	2	0.27	U.S. Census Bureau
2. Unemployed in region	15,402	283	1.8%	3	0.06	IL Department of Employment Security
3. Total employed in region	230,828	1,757	0.8%	5	0.04	IL Department of Employment Security
4. Those having requisite skills in the region	239	0	0.0%	20	0.00	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,389	20	1.4%	60	0.86	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	2	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	9,190	235	2.6%	10	0.26	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	1.18	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors for the computation of the FAP to equal 100% of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: WOMEN

Region: 7  
Facility: Springfield

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	106	160	2	0	12	2	0	2
Final Availability Percentage (FAP)	36.35	49.64	0.00	0.00	59.47	0.00	0.00	0.00
Number Needed for Parity	38	79	0	0	7	0	0	0
Number of Affirmative Action Group Members Already Employed	51	84	1	0	12	2	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	6,423,314	51.0%	3	1.53	U.S. Census Bureau
2. Unemployed in region	15,402	6,576	42.7%	3	1.28	IL Department of Employment Security
3. Total employed in region	230,828	111,749	48.4%	6	2.90	IL Department of Employment Security
4. Those having requisite skills in the region	33,580	12,999	38.7%	28	10.84	U.S. Census Bureau
5. Those having requisite skills in the region in state government	3,331	1,486	44.6%	30	13.38	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	162	78	48.1%	20	9.63	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	1,973	1,159	58.7%	10	5.87	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	36.35	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional



AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	6,423,314	51.0%	3	1.53	U.S. Census Bureau
2. Unemployed in region	15,402	6,576	42.7%	2	0.85	IL Department of Employment Security
3. Total employed in region	230,828	111,749	48.4%	15	7.26	IL Department of Employment Security
4. Those having requisite skills in the region	42,650	24,314	57.0%	20	11.40	U.S. Census Bureau
5. Those having requisite skills in the region in state government	7,131	3,929	55.1%	30	16.53	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	14	13	92.9%	20	18.57	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	6,047	3,566	59.0%	10	5.90	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	49.64	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	6,423,314	51.0%	2	1.02	U.S. Census Bureau
2. Unemployed in region	15,402	6,576	42.7%	3	1.28	IL Department of Employment Security
3. Total employed in region	230,828	111,749	48.4%	5	2.42	IL Department of Employment Security
4. Those having requisite skills in the region	239	137	57.3%	20	11.46	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,389	1,105	79.6%	35	27.84	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	2	2	100.0%	25	25.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	9,190	4,875	53.0%	10	5.30	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	59.47	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: ASIANS

Region: 7  
Facility: Springfield

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	106	160	2	0	12	2	0	2
Final Availability Percentage (FAP)	1.22	1.51	0.00	0.00	0.39	0.00	0.00	0.00
Number Needed for Parity	1	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	5	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	3	0.12	U.S. Census Bureau
2. Unemployed in region	15,402	159	1.0%	3	0.03	IL Department of Employment Security
3. Total employed in region	230,828	1,550	0.7%	6	0.04	IL Department of Employment Security
4. Those having requisite skills in the region	33,580	207	0.6%	28	0.17	U.S. Census Bureau
5. Those having requisite skills in the region in state government	3,331	39	1.2%	30	0.35	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	162	5	3.1%	20	0.62	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	1,973	38	1.9%	10	0.19	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	1.22	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:

\*Optional

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	3	0.12	U.S. Census Bureau
2. Unemployed in region	15,402	159	1.0%	2	0.02	IL Department of Employment Security
3. Total employed in region	230,828	1,550	0.7%	15	0.10	IL Department of Employment Security
4. Those having requisite skills in the region	42,650	639	1.5%	20	0.30	U.S. Census Bureau
5. Those having requisite skills in the region in state government	7,131	165	2.3%	50	1.16	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	14	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	6,047	118	2.0%	10	0.20	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	1.51	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors needed in the computation of the FAP to equal 100% of the IDHR rules.

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 7  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	2	0.08	U.S. Census Bureau
2. Unemployed in region	15,402	159	1.0%	3	0.03	IL Department of Employment Security
3. Total employed in region	230,828	1,550	0.7%	5	0.03	IL Department of Employment Security
4. Those having requisite skills in the region	239	0	0.0%	20	0.00	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,389	5	0.4%	60	0.22	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	2	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	9,190	114	1.2%	10	0.12	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.39	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors for the computation of the FAP to equal 100% of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: NATIVE AMERICANS

Region: 7  
Facility: Springfield

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	106	160	2	0	12	2	0	2
Final Availability Percentage (FAP)	0.19	0.16	0.00	0.00	0.12	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Officials/Managers  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	3	0.01	U.S. Census Bureau
2. Unemployed in region	15,402	38	0.2%	3	0.01	IL Department of Employment Security
3. Total employed in region	230,828	384	0.2%	6	0.01	IL Department of Employment Security
4. Those having requisite skills in the region	33,580	66	0.2%	28	0.06	U.S. Census Bureau
5. Those having requisite skills in the region in state government	3,331	9	0.3%	50	0.14	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	162	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	1,973	4	0.2%	10	0.02	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.19	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of the IDHR rules.



AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	3	0.01	U.S. Census Bureau
2. Unemployed in region	15,402	38	0.2%	2	0.00	IL Department of Employment Security
3. Total employed in region	230,828	384	0.2%	15	0.02	IL Department of Employment Security
4. Those having requisite skills in the region	42,650	45	0.1%	20	0.02	U.S. Census Bureau
5. Those having requisite skills in the region in state government	7,131	15	0.2%	50	0.11	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	14	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	6,047	21	0.3%	10	0.03	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.16	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors needed in the computation of the FAP to equal 100% of the IDHR rules.

AGENCY: DCEO  
 Category: Para-Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 7 AMERICANS  
 Facility: Springfield

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	2	0.01	U.S. Census Bureau
2. Unemployed in region	15,402	38	0.2%	3	0.01	IL Department of Employment Security
3. Total employed in region	230,828	384	0.2%	5	0.01	IL Department of Employment Security
4. Those having requisite skills in the region	239	0	0.0%	20	0.00	U.S. Equal Employment Opportunity Commission
5. Those having requisite skills in the region in state government	1,389	2	0.1%	60	0.09	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	2	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	9,190	36	0.4%	10	0.04	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.12	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of the IDHR rules.

# Summary Of Workforce Analysis By Region

Agency: DCEO  
Region: 11

Report Date: 6/30/2010

EEO Category	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance	Grand Total
<b>Male:</b>									
White	1	6	0	0	0	0	0	0	7
African American	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0	0
<b>Total Male</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>Female:</b>									
White	3	2	0	0	1	1	0	0	7
African American	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0	0
<b>Total Female</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>Grand Total</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>Percentages:</b>									
Male	25.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%
Female	75.0%	25.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	50.0%
White	100.0%	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	100.0%
African American	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Hispanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Asian	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Native American	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## Disabled:

Male	0	1	0	0	0	0	0	0	1
Female	0	0	0	0	0	0	0	0	0
<b>Total Disabled</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Percentage	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%

## Grand Total Employees For Region:

<b>Male</b>	<b>7</b>	<b>Female</b>	<b>7</b>						
	<b>50.0%</b>		<b>50.0%</b>						
<b>White</b>	<b>14</b>	<b>Afr. Am.</b>	<b>0</b>	<b>Hispanic</b>	<b>0</b>	<b>Asian</b>	<b>0</b>	<b>Nat. Am.</b>	<b>0</b>
	<b>100.0%</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>

# Final Availability Summary

Agency: DCEO  
Affirmative Action Group: AFRICAN AMERICANS

Region: 11  
Facility: Marion

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	8	0	0	1	1	0	0
Final Availability Percentage (FAP)	0.00	4.43	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: AFRICAN  
 Region: 11 AMERICANS  
 Facility: Marion

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,920,014	15.2%	3	0.46	U.S. Census Bureau
2. Unemployed in region	12,796	1,072	8.4%	2	0.17	IL Department of Employment Security
3. Total employed in region	182,604	7,326	4.0%	15	0.60	IL Department of Employment Security
4. Those having requisite skills in the region	28,480	980	3.4%	20	0.69	U.S. Census Bureau
5. Those having requisite skills in the region in state government	1,375	64	4.7%	50	2.33	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	1	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	14,532	1,883	13.0%	10	1.30	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	4.43	Final Availability Percent

NOTE: The value weight of Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: HISPANICS

Region: 11  
Facility: Marion

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	8	0	0	1	1	0	0
Final Availability Percentage (FAP)	0.00	1.18	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: HISPANICS  
 Region: 11  
 Facility: Marion

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	1,681,402	13.3%	3	0.40	U.S. Census Bureau
2. Unemployed in region	12,796	237	1.9%	2	0.04	IL Department of Employment Security
3. Total employed in region	182,604	1,694	0.9%	15	0.14	IL Department of Employment Security
4. Those having requisite skills in the region	28,480	194	0.7%	20	0.14	U.S. Census Bureau
5. Those having requisite skills in the region in state government	1,375	12	0.9%	50	0.44	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	1	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	14,532	472	3.2%	10	0.32	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	1.18	Final Availability Percent

NOTE: The value weight of Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: WOMEN

Region: 11  
Facility: Marion

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	8	0	0	1	1	0	0
Final Availability Percentage (FAP)	0.00	48.75	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	2	0	0	1	1	0	0
Underutilization/Parity	<b>P</b>	<b>1</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>



AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: WOMEN  
 Region: 11  
 Facility: Marion

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	6,423,314	51.0%	3	1.53	U.S. Census Bureau
2. Unemployed in region	12,796	5,339	41.7%	2	0.83	IL Department of Employment Security
3. Total employed in region	182,604	86,142	47.2%	15	7.08	IL Department of Employment Security
4. Those having requisite skills in the region	28,480	16,999	59.7%	20	11.94	U.S. Census Bureau
5. Those having requisite skills in the region in state government	1,375	697	50.7%	30	15.21	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	1	1	100.0%	20	20.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	14,532	6,317	43.5%	10	4.35	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	48.75	Final Availability Percent

NOTE: If any value is less than or greater than DHR parameters, please explain:  
 \*Optional

### Final Availability Summary

Agency: DCEO  
Affirmative Action Group: ASIANS

Region: 11  
Facility: Marion

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	8	0	0	1	1	0	0
Final Availability Percentage (FAP)	0.00	0.89	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: ASIANS  
 Region: 11  
 Facility: Marion

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	489,339	3.9%	3	0.12	U.S. Census Bureau
2. Unemployed in region	12,796	39	0.3%	2	0.01	IL Department of Employment Security
3. Total employed in region	182,604	1,198	0.7%	15	0.10	IL Department of Employment Security
4. Those having requisite skills in the region	28,480	565	2.0%	20	0.40	U.S. Census Bureau
5. Those having requisite skills in the region in state government	1,375	8	0.6%	50	0.29	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	1	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	14,532	298	2.1%	10	0.21	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.89	Final Availability Percent

NOTE: The value weight of Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

### Final Availability Summary

Agency: DCEO  
 Affirmative Action Group: NATIVE AMERICANS

Region: 11  
 Facility: Marion

	Officials/ Managers	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	8	0	0	1	1	0	0
Final Availability Percentage (FAP)	0.00	0.32	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization/Parity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

AGENCY: DCEO  
 Category: Professionals  
 Option: 1

Final Availability Percent  
 Worksheet

Affirmative Action Group: NATIVE  
 Region: 11 AMERICANS  
 Facility: Marion

FACTORS	A Grand Total #	B Minority Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Population in Illinois	12,600,620	38,815	0.3%	3	0.01	U.S. Census Bureau
2. Unemployed in region	12,796	88	0.7%	2	0.01	IL Department of Employment Security
3. Total employed in region	182,604	443	0.2%	15	0.04	IL Department of Employment Security
4. Those having requisite skills in the region	28,480	59	0.2%	20	0.04	U.S. Census Bureau
5. Those having requisite skills in the region in state government	1,375	7	0.5%	50	0.25	3rd Quarter Report (DHR-9Q) from all state agencies.
6. Those promotable within region	1	0	0.0%	0	0.00	DCEO Office of EOMC
7. Those acquiring requisite skills at institutions in the region	14,532	63	0.4%	10	0.04	IL Board of Higher Education, Data Book on IL Higher Education
8. Those persons in the region whom the agency can train	0	0	0.0%	0	0.00	DCEO Office of EOMC
9. *Those transferable from other facilities in region	0	0	0.0%	0	0.00	DCEO Office of EOMC
				100	0.32	Final Availability Percent

NOTE: The value weight for Factor #5 is greater than the IDHR parameters due to the limited factors in the computation of the FAP to equal 100% of Column D of the IDHR rules.

# Underutilization Summary by Region

Name of Agency: IL. Department of Commerce and Economic Opportunity (DCEO)

Fiscal Year: FY 11

Region	Officials and Managers					Professionals					Technicians					Protective Service Workers				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1									3											
2																				
3																				
4																				
5																				
6																				
7		1				1														
8																				
9																				
10																				
11								1												
Total	0	1	0	0	0	1	0	1	3	0	0	0	0	0	0	0	0	0	0	0

Region	Para-professionals					Office and Clerical					Skilled Craft Workers					Service-Maintenance				
	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA	AA	H	F	A	NA
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for African Americans: 1

Total underutilization for Hispanics: 1

Total underutilization for Females: 1

Total underutilization for Asians: 3

Total underutilization for Native Americans: 0

**Total Underutilization: 6**

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than five employees in the EEO category in that region, leave that box blank.

AA = African American H = Hispanic F = Female A = Asian NA = Native American

DHR 11-AAP (Rev 12-03)



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 3

## FY2011 NUMERICAL GOALS

The Illinois Department of Commerce and Economic Opportunity's numerical goals are developed by calculating the underutilization of African Americans, Hispanics, Women, Asian Americans, Native Americans, and the Disabled in the following Department of Human Rights' Regions (i.e., Region 1 - Chicago, Region 7 – Springfield, Region 11 - Williamson) for each of the applicable final availability percentage equal employment opportunity job categories with 5 or more employees. The specific numerical goals for our Department are as follows:

<b>Category</b>	<b>African American</b>	<b>Hispanics</b>	<b>Women</b>	<b>Asian American</b>	<b>Native American</b>
Officials/Managers	P	1	P	P	P
Professionals	1	P	1	3	P
Technicians	P	P	P	P	P
Protected Service					
Para-Professionals	P	P	P	P	P
Office/Clericals	P	P	P	P	P
Skilled Craft	P	P	P	P	P
Service					
Maintenance	P	P	P	P	P
<b>TOTAL</b>	1	1	1	3	P



## NUMERICAL GOALS -- WOMEN

Problem Area    Underutilization of women in the professional EEO job category in Region 11.

Goal:                To increase the utilization of women employees in the professional EEO job category.

Objective:        To attempt to hire/promote one (1) well-qualified woman professional EEO job category in Region 11 during the second quarter of FY11 when vacancies occur through attrition and when new positions are authorized or appropriated.

<b><u>#1 Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Program staff to identify women who have Work in conjunction with the Illinois Department of Human Rights and the CMS Diversity Enrichment well-qualified ratings on promotional and open-competitive lists for the official/manager and professional job categories.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Monthly update from IDHR and CMS on the number of women who have attained well-qualified ratings on the CMS promotional or open-competitive lists for the official/manager and professional job categories.

<b><u>#2 Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Coordinate efforts with the Chicago and Springfield Urban League African-American Women's Coalition, American Assoc. of University Women, University of Illinois at Springfield Placement Services, Chicago and Springfield Branch of the NAACP and the Chicago and Springfield Ministerial Alliance to identify prospective applicants who may qualify for DCEO official/manager and professional job categories by obtaining a well-qualified rating on the CMS open-competitive lists. opportunities in the public sector.	EO Manager	Dec. 31, 2010 Mar. 31, 2011	Quarterly IDHR reports identifying progress on recruitment and liaison contact with recruitment sources.

<b><u>#3 Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
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Participate in career placement conferences and job fairs provided by colleges and universities to attract well-qualified female applicants for the official/manager, and professional career	EO Manager	Oct. 29, 2010 June 30, 2011	Maintain a log of contacts and referrals.
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**#4 Action Item**

<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Use Illinois Association of Minorities in Government network for identification and referral of potential female applicants who may qualify for official/manager and professional job opportunities through CMS testing.	EO Manager  Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2010 June 30, 2010	Maintain a log of contacts and referrals.

**#5 Action Item**

<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Use promotional and open-competitive lists to identify well-qualified female applicants who are to be interviewed for vacant official/manager and professional jobs.	Deputy Director of Human Resources  Sep. 24, 2010 Dec. 31, 2010 Mar. 30, 2010	Record number of female candidates hired/interviewed.

## NUMERICAL GOAL -- AFRICAN AMERICANS

Problem Area Underutilization of African Americans in the professional EEO job category in Region 7

Goal: To increase the utilization of well-qualified African American employees in the professional EEO job category in Region 7

Objective: To attempt to hire/promote one (1) well-qualified African American in the professional EEO job category during the third quarter of FY11 when vacancies occur through attrition or when new positions are authorized or appropriated.

<b><u>#1 Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Coordinate efforts with the Illinois Department of Human Rights and the CMS African Diversity Enrichment Program to identify well-qualified African-Americans who have ratings on the CMS promotional and open-competitive lists for the official/manager and professional job category.	EO Manager Mar. 31, 2011	Monthly update from June 30, 2011	IDHR on the number of African Americans who have attained well-qualified ratings on the CMS promotional and open-competitive lists or the official/manager and professional job categories.

<b><u>#2 Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Work in conjunction with the IL. Employment and Training Association, Illinois Black Caucus Cosmopolitan Chamber of Commerce, Urban League and other community based organizations to identify well-qualified African American applicants who may qualify for DCEO official/manager and professional positions by obtaining a well-qualified rating on the CMS open-competitive lists.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Quarterly IDHR programmatic reports showing updated progress on recruitment of African American candidates for employment in the public sector

**#3 Action Item**

Participate in various career placement fairs and conferences for the purpose of attracting well-qualified African American applicants for official/ manager and professional opportunities in the public sector.

**Assignment  
Responsibility**

EO Manager

**Completion  
Target Date**

Apr. 29, 2011  
June 30, 2011

**Monitoring  
Procedure**

Monitor the number of applicants who were able to obtain well- qualified ratings on CMS open-competitive lists for the professional job category.

**#4 Action Item**

Use Illinois Association of Minorities in Government network for identification and referral of potential well-qualified African-American applicants who may qualify for official/ manager and professional job opportunities through CMS testing. Also to use statewide professional associations (e.g. IAAOA, NAACP, Urban League and community based organizations.

**Assignment  
Responsibility**

EO Manager

**Completion  
Target Date**

Sep. 24, 2010  
Dec. 31, 2010  
Mar. 31, 2011  
June 30, 2011

**Monitoring  
Procedure**

Maintain a log of contacts and referrals.

Use promotional and open-competitive lists to identify well-qualified African American applicants to be interviewed for vacant official/manager and professional position titles.

Managing  
Director of  
Human  
Resources

Sep. 24, 2010  
Dec. 31, 2010  
Mar. 31, 2011  
June 30, 2011

Record number of African-American applicants hired/ interviewed.

## NUMERICAL GOAL -- HISPANICS

**Problem Area** Underutilization of highly qualified Latinos/Hispanics in the official/manager EEO job category in Region 7.

**Goal:** To increase the utilization of Latino/Hispanic employees in the official/manager EEO job category.

**Objective:** To attempt to hire/promote one (1) highly qualified Latino/Hispanic in the official/manager EEO job category during the fourth quarter in Sangamon County when vacancies occur through attrition.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with the Illinois Department of Human Rights, CMS Diversity Liaison for Latino Affairs in the Governor's Office, IAHSE SER's, Illinois Latino Caucus, LULAC, ILCHE, IAMG, and other higher educational institutions to identify well-qualified Latinos/Hispanics who appear on the CMS promotional and open competitive lists for the official/manager and professional job categories.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Review monthly update from IDHR and CMS on the number of Latinos/Hispanics who have attained well-Enrichment Program staff, qualified ratings on the CMS promotional and open- competitive lists for the official/manager, and professional job categories
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Coordinate efforts with DCEO Managers and Human Resources staff to identify well-qualified Latinos/Hispanics as applicants to qualify for the official/manager and professional job categories.	EO Manager	Dec. 31, 2010 Mar. 31, 2011	Identify several well-qualified Latino/Hispanic applicants to be interviewed for official manager and professional job categories.

<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Participate at the IAHSE Training Conference; and Employment fairs sponsored by the Illinois Latino Caucus for the purpose of attracting well-qualified Latino/ Hispanic applicants for official/ manager and professional positions in the public sector.	Deputy Director of EOMC and HR, EO Manager	Sept. 24, 2010 June 30, 2011	Monitor the number of applicants who are able to obtain well-qualified ratings on the CMS open-competitive lists for the official manager and professional job categories.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use Illinois Assoc. of Hispanic State Employees network for identification and referral of potential Latino/ Hispanic applicants who may qualify for job opportunities, through CMS testing, in the official/ manager, and professional job categories. Also to contact statewide minority professional associations and community based organizations to seek out and identify well-qualified Latino/Hispanic applicants.	EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Maintain a log of contacts and referrals and liaison contacts with the recruitment sources.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use promotional and open-competitive lists to identify well-qualified Latino/Hispanic applicants to be interviewed for vacant official/ manager and professional positions.	Deputy Director of EOMC and HR, EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Record number of Latino/ Hispanic applicants hired and interviewed.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
To work aggressively to utilize the Spanish speaking option in positions that involve a significant interaction with the Latino/Hispanic community.	Deputy Director of EOMC and HR, EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Record number of Latino/Hispanic applicants hired by utilizing Spanish speaking option

## NUMERICAL GOAL –ASIAN AMERICANS

Problem Area    Underutilization of Asian Americans in the professional job categories in Region 1

Goal:                To increase the utilization of Asian Americans employees in the professional job category.

Objective:        To hire/promote three (3) well-qualified Asian American professionals in Cook County during the fourth quarter when vacancies occur through attrition

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with the Illinois Department of Human Rights, CMS Diversity Enrichment Program to identify Asian Americans who have well-qualified ratings on the promotional and open-competitive lists for the professional job category.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Review monthly update from IDHR and CMS on the number of Asian Americans who have attained well-qualified ratings on the CMS promotional and open- competitive lists for the professional job category
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
To identify well-qualified Asian Americans who have well-qualified grades for the professional job category.	EO Manager	Dec. 31, 2010 Mar. 31, 2011	Retain documentation obtained from well-qualified applicants
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
To participate in career placement fairs or contact Asian Americans organizations through the Internet for the purpose of attracting well-qualified Asian Americans applicants to employment opportunities in the public sector.	Deputy Director of EOMC and HR, EO Manager	Mar, 31, 2011 June 30, 2011	Monitor the number of applicants who are able to obtain well-qualified ratings on the CMS open-competitive lists for the professional job category.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use Illinois Assoc of Minorities in Government network, Midwest Asian American Center, Asian American of UIS and NAAAP for identification and referral of potential Asian American applicants who may qualify for professional job opportunities, through CMS testing.	EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Maintain a log of contacts and referrals.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use promotional and open-competitive lists to identify well-qualified Asian American applicants to be interviewed for vacant professional positions.	Deputy Director of EOMC and HR, EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Record number of Asian American applicants hired/interviewed.



## NUMERICAL GOAL - DISABLED INDIVIDUALS

**Problem Area** 8.0 percent of the Department's overall workforce consists of well-qualified persons with disabilities. Census 2000 data for the State of Illinois now reflects an increase in percentage (from 3.4% to 10.8%) for persons with disabilities who are located in surrounding labor areas. With such a change, the Department will attempt to recruit additional well-qualified persons with disabilities during the FY11 Affirmative Action recruitment initiative.

**Goal:** The Department will attempt to increase the utilization of well-qualified disabled persons within its overall staff.

**Objective:** To attempt to recruit/hire or promote thirteen (13) well-qualified persons with impairments in either the official/manager, professional, technical or office/clerical job categories when vacancies occur through attrition.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with the Illinois Department of Human Rights, ICED Committee, the Department of Human Services/Division of Rehabilitation Services, along with CMS/SD Program, IDHHC, IICC, The DCEO Disability Navigator Program, the Coalition of Citizens with Disabilities In Illinois, IDHS, ICDD, and <i>disabilityworks</i> program to identify well-qualified persons with disabilities who have well-qualified rating on the CMS promotional and open competitive lists for all EEO job categories.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Develop quarterly reports which list the progress performance of disabled persons who have attained well-qualified ratings on the CMS promotional and open- competitive lists for all EEO job categories

<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Establish liaison contact with the Disabled Recruitment Program through liaison Activities with CMS and DHS for the purpose of identifying prospective disabled applicants who may qualify for DCEO professional, technical and clerical job categories by obtaining well-qualified ratings on the CMS open-competitive lists and supported employment option.	EO Manager	Dec. 31, 2010 Mar. 31, 2011	Prepare quarterly IDHR reports identifying DCEO's progress to hire/promote well-qualified disabled applicants.

<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Make an effort to contacts and referrals disabled applicants for public sector professional careers while participating at career placement conferences, job fairs or via the Internet.	Managing Director of EOMC and HR EO Manager	Apr. 29, 2011 June 30, 2011	Maintain a log of contacts and referrals.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use Inter-Agency Committee on Employees with Disabilities network to identify disabled applicants who may qualify for technical, professional and clerical job opportunities through CMS testing. Also use the Department of Human Services and Human Rights/ICED for well-qualified referrals.	EO Manager	Dec. 31, 2010 Mar. 31, 2011 June 30, 2011	Maintain a log of contacts and referrals.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use the promotional supported employment option and open competitive lists to identify well-qualified disabled applicants to be interviewed for vacant professional, technical and clerical jobs.	Managing Director of EOMC and HR EO Manager	Sep. 24, 2010 Dec. 31, 2010 Mar. 31, 2011	Record number of Disabled applicants hired/interviewed.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
As new employees enter the workforce, the Department will make sure they receive, read, and voluntarily respond to a disability survey	EO Manager	June 30, 2011	Record number of new DCEO employees who have participated in the survey.

## PROGRAMMATIC GOALS - EEO RECRUITMENT

- Problem Area**    The Department would like to have access to more minorities and protected class persons from which to select from when it recruits candidates for official/manager and professional positions.
- Goal:**                The Department will attempt to intensify its recruitment activities to attract qualified minority and protected class applicants for employment in the official/manager and professional job categories..
- Objective:**        To identify and recruit well-qualified minority and protected class applicants for official/manager and professional positions through participation in statewide employment/ placement job fairs

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with members of the Illinois General Assembly, the Illinois Department of Human Rights, the CMS Diversity Enrichment Program, other state agency EEO Managers and minority associations to identify well-qualified minorities and protected class individuals as part of the Department's affirmative action hiring initiative.	Deputy Director of EOMC and EO Manager	Jan. 31, 2011 June 30, 2011	Retain documentation of correspondence to and from IGA, IDHR and CMS. review monthly update from IDHR and CMS.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Send notification and job classification specifications to minority and protected class professional services and other recruitment sources for well-qualified minority applicant referrals.	EO Manager	Monthly	Retain a sample copy of the Department's notices and classification specifications.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Work in conjunction with minority and protected class advocacy groups and other recruitment sources to screen prospective applicants (via resume review and exploratory interviews).	EO Manager	Monthly	Obtain resumes, employment applications and CMS grades of well-qualified protected class individuals.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Assist applicants in preparation for CMS qualification exams.	EO Manager	Monthly	Review weekly activity reports and documentation of assistance provided.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Develop applicant referral bank of potential applicants for state government employment.	EO Manager	Monthly	See applicant referral bank files and EEO referral log.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Access the Central Management Services (CMS) lists to identify minority and protected class persons for state government employment. persons for state government employment	Managing Director of EOMC and HR EO Manager	June 30, 2011	Cross check candidates with CMS promotional and open competitive gradess and compare that information to DCEO's applicant referral bank
<b>#7 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Schedule participation in a limited number of career/placement activities.	EO Manager	June 30, 2011	Document caeer/placement activities.

## PROGRAMMATIC GOALS -- QUARTERLY UNDERUTILIZATION SUMMARY

**Problem Area** DCEO Executive staff should be provided a quarterly report on the Department's underutilization profile and the affirmative hiring goals for minority and other protected class persons

**Goal:** To provide DCEO Executive staff, via the Managing Director of Equal Opportunity Monitoring and Compliance, with a utilization summary each quarter of the fiscal year indicating progress toward meeting affirmative action under-utilization goals and identifying areas where problems continue to exist

**Objective:** To comply with the final availability percentages reflected in the FY11 Affirmative Action Plan

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Receive EO and personnel transaction reports generated by Human Resources and Maintained by DCEO/EOMC.	EO Manager	Monthly	Retain copies of EO and personnel transaction reports.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Use the Human Resource transaction report to determine the number of new hires by race, sex, region, EEO job category, disability and veteran status as well as bargaining unit/ non-bargaining unit status.	EO Manager	Monthly	Review copies of quarterly reports indicating the number of new hires/promotions in each division during the fiscal year.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Determine utilization/underutilization within the Department by race, sex, region, EEO job category, disability, veteran status, Bureau as well as bargaining unit/ non-bargaining unit status.	EO Manager	Monthly	Review quarterly reports

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Develop and distribute quarterly reports to DCEO Executive staff indicating areas where underutilization problems exist.	EO Manager	Monthly	Retain copy of quarterly reports distributed to DCEO Executive staff.

<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide guidance to DCEO Executive staff on strategies which may be used to utilize highly qualified protected class candidates.	EO Manager	Quarterly	Retain copies of quarterly reports distributed to DCEO Executive staff.

## PROGRAMMATIC GOALS -- DO, RO, ET, BD, CD, ER, ITIC, TR

**Problem Area**     The DCEO/EO Manager receives requests for technical assistance from DCEO Bureaus and grantees regarding duties of an EO Compliance Manager, monitoring procedures as they relate to the U.S. DHHS regulations, policy and notification, identifying and resolving workforce underutilization, complaint handling, outreach efforts to potential applicants or clients, and other Civil Rights concerns.

**Goal:**             To provide technical assistance to Bureau Chiefs and grantees upon request regarding any and all Civil Rights concerns.

**Objective:**        To provide technical assistance regarding Civil Rights concerns.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Receive written/telephone requests for technical assistance from DCEO Bureau and grantees.	EO Manager	June 30, 2011	Review and act upon requests for technical assistance.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide requested technical assistance via one-on-one liaison contact, US or email messages, telephone or fax.	EO Manager	June 30, 2011	Review activity of requests/transmittal letters in cases where technical assistance was requested.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Log/record each provision of technical assistance	EO Manager	June 30, 2011	See EO technical assistance files.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Follow-up technical assistance provided through direct contact to DCEO Bureau, grant manager or grantee.	EO Manager	June 30, 2011	See EO technical assistance files.

## PROGRAMMATIC GOALS -- CDEO

**Problem Area**      The Community Service Block Grant Program (hereinafter referred to as the CSBG Program) grantees are required to submit revised Affirmative Action Plans/changes on an annual basis.

**Goal:**                To assist the Bureau of Community Development Economic Opportunity (CDEO) in updating Community Service Block Grant Program grantee Affirmative Action Plans/changes on an annual basis for compliance with EOD guidelines.

**Objective:**        To assist CDEO in reviewing/approving 37 of CSBG Program affirmative action plans and to prescribe corrective action when necessary.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Receive and log CSBG program' grantee annual AA plans/changes. AA plans are required by the USDHHS/OCR and included within the DCEO grant manager's compliance monitoring assignment.	CDEO &EO Manager	Dec. 31, 2010	Maintain CSBG program' affirmative action plan log.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Conduct a review of the grantees affirmative action plan/changes.	CDEO & EO Manager	Feb. 25, 2011	Maintain copies of all CSBG program affirmative action plans/changes and review instruments.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Approve/prescribe corrective action for grantee affirmative action plan.	CDEO & EO Manager	Mar. 31, 2011 June 30, 2011	Prepare letters approving CSBG program revised affirmative plans/changes.
<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Prepare a correspondence file in conjunction with the annual affirmative action plan review.	CDEO & EO Manager	Jan. 28, 2011	Maintain evidence of a correspondence file for each grantee's affirmative action plan.



## PROGRAMMATIC GOAL - WIA

**Problem Area** Local Workforce Investment Act (LWIA) areas are required by law to carry out their Equal Opportunity and Non-Discrimination provisions in compliance with Section 188 of the WIA Act which is enforced by the U.S. Department of Labor/Civil Rights Center federal regulations.

**Goal:** For DCEO's Office of EOMC to continue to ensure that all LWIA areas comply with EO and Non-Discrimination provisions under Section 188 of the WIA Act as they provide services to eligible beneficiaries.

**Objective:** For the State WIA EO Officer and two (2) EO Specialists to provide specialized EO Compliance training and technical assistance to all LWIA's. And make sure all documentation from LWIA areas is in compliance as stipulated by the Methods of Administration (MOA) guidelines.

<b>#1 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Review all related compliance documentation	DCEO EO Specialists	Refer to WIA Five -Year Strategic Plan	Prepare list of all LWIA areas to monitor all compliance and corrective action activity.
<b>#2 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Identify all WIA elements of the MOA.	DCEO EO Specialists	Refer to WIA Five-Year Strategic Plan	Utilize the list developed by the U.S. DOL/CRC to identify and track all LWIA documentation received.
<b>#3 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Notify all LWIA areas of their need to update their MOA documentation and submit same to the State WIA EO Officer for review.	DCEO EO Specialists	Refer to WIA Five-Year Strategic Plan	Review and maintain copies of DCEO's notification to LWIA's.

<b>#4 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Compare WIA documentation received with documentation outstanding	DCEO EO Specialists	Refer to WIA Five-Year Strategic Plan	Check off all elements shown on WIA checklist that are submitted to the Department.
<b>#5 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
Provide technical assistance to LWIA areas on completing MOA documentation	DCEO EO Specialists Manager	Refer to WIA Five -Year Strategic Plan	Track written requests for technical assistance.
<b>#6 Action Item</b>	<b>Assignment Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
When necessary, the State WIA EO Officer of EOMC will contact the U.S. Dept. of Labor/ Civil Rights Center of any Civil Rights concerns regarding the effective execution of the MOA or clarification on corrective action measures cited by U.S. DOL/CRC after a compliance review.	Managing Director of EOMC.	Refer to WIA Five-Year Strategic Plan	Retain copy of letter(s) which are transmitted to U.S. DOL Civil Rights Center.

## PROGRAMMATIC GOAL - PROFESSIONAL DEVELOPMENT TRAINING

Problem Area	Impediments may exist in the department's hiring/promotional patterns for well-qualified Minorities, Women and the Disabled.
Goal:	To provide corrective action measures within the department's hiring/promotional patterns through informational professional development training programs.
Objective:	To provide Diversity Training to DCEO management staff who are Rutan certified. And to provide technical assistance with regard to the CMS employment process and an awareness of DCEO's specialized position titles to Minorities, Women and the Disabled to utilize as catalyst that may lead to employment or career advancement and lessen or eliminate any hiring/promotional impediments in the Department..

#1 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To identify those employees who may be affected by career advancement impediments. To develop another comprehensive training survey	EO Manager	Sept. 24, 2010	Review the roster of affected employees.
#2 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To review an employee's personnel files, work evaluations, documentation of promotions, etc. to determine if a credible career path impediment exists.	EO Manager	Dec. 31, 2010	Track the number of affected employees.
#3 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To prepare an analysis of the protected class group vs. the comparison group.	EO Manager	Jan. 28, 2011	Report on final results of analysis.
#4 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
To develop a proactive training agenda with relevant training topics that would enhance an employee's skills, abilities and knowledge	EO Manager	Feb. 25, 2011	Report on training sessions
#5 Action Item	Assignment Responsibility	Completion Target Date	Monitoring Procedure
Evaluate training and provide feedback to management and presenters	EO Manager	June 30, 2011	Distribute training evaluations.

## **EEO OBJECTIVES ACCOMPLISHED IN FY10**

**Goal:** To attempt to hire/promote one (1) highly qualified Hispanic professional in Sangamon County when vacancies occur through attrition.  
The Department met this AA objective during the 1st Qtr. of FY10 on 7-1-09

**Goal:** In compliance with the Illinois Human Rights Act, Section 2-105 (B) (6) and the IDHR Administrative Rules, Section 2520.770 (f), DCEO submitted the Adverse Impact Analysis Report to Human Rights and CMS for review. Per IDHR their review indicated no adverse impact was found.

The Department met this AA objective during FY10.

**Goal:** To participate in at least two (2) statewide job/career fairs during the fiscal year.

The Department participated in five (5) statewide career placement conferences during FY10 and exceeded this objective for the fiscal year.

The Department met this AA objective in FY10.

**Goal:** To emphasize the need for the Director, Executive staff and other hiring authorities within the Department to interview well-qualified protected class individuals, when a hire or promotion is available in underutilized areas and specific EEO job categories such Official/Manager and professional.

This AA objective was met during FY10.

**Goal:** To provide the Director, via the Managing Director of Human Resources, with a year-to-date AA Goal report which indicates our Department's progress or deficiencies in meeting the FY10 overall AA Plan goals.

During FY10 the Department met 100% of this AA goal.

**Goal:** To obtain resumes, employment applications and CMS grades from well-qualified applicants.

During FY10 the Department met 100% of this AA goal.

**Goal:** Per request, to counsel prospective applicants who inquire about vacancies (e.g. Internet, telephone, walk-ins, e-mail, fax, U.S. Mail, job fairs, career fairs, employment fairs or statewide conferences) to the Office of Human Resources in an effort for them to understand the CMS employment process and what position titles might match their educational background and work experience.

The Department met this AA objective during FY10.

## **EEO OBJECTIVES ACCOMPLISHED IN FY10**

**Goal:** To refer well-qualified applicants to the DCEO's Managing Director of Human Resources for referral to higher management level staff when vacancies occur within the department based upon their educational background and work experience. To follow-up with the Office of Human Resources' staff, making sure that the CMS lists, when applicable, are utilized to identify protected class individuals for state employment.

The Department met this AA objective during FY10.

**Goal:** To comply with Executive Order #15 by reaffirming the Department's commitment to attain a qualified and diversified workforce in Illinois through the use of the CMS employment process

The Department accomplished this AA goal in FY10.

**Goal:** To provide technical assistance to DCEO Management, staff, and federally funded grantees upon request regarding complaint handling, Civil Rights training, compliance monitoring, outreach efforts, policy/notification, assurance statement revisions and other Civil Rights concerns.

The Department accomplished this AA goal in FY10

**Goal:** To comply with the Illinois State Records Act as prescribed under 5 ILCS 410.

The Department met this AA objective during fiscal year 2010.

**Goal:** To provide an opportunity for all DCEO employees to enhance their educational level and job skills in an effort to attain career advancement as they participate in the department's professional development training and tuition reimbursement initiative. To track the completion and evaluate all employees who participate in this initiative and specialized certification programs.

The Department met this AA objective during FY10.

**Goal:** To utilize relationships with several professional minority associations, community-based organizations, statewide advocacy groups, local area churches, statewide organizations, higher educational institutions, local unions, and veterans assistance groups to identify well-qualified applicants when vacancies occur.

The Department met this AA objective during FY10.

## **EEO OBJECTIVES ACCOMPLISHED IN FY10**

**Goal:** To work in conjunction with the Illinois Department of Human Rights and the CMS Diversity Enrichment staff to identify well-qualified minorities for employment within the public sector. To use the CMS promotional and open-competitive lists to identify well-qualified protected class individuals that may be referred to management for interview purposes.

The Department met this AA objective during FY10.

**Goal:** To prepare, complete and submit the ISL 710, 711, 720 legislative reports, referencing DCEO's Affirmative Action statistics, to our Budget Office and the Illinois General Assembly.

The Department met this AA objective during FY10.

**Goal:** Under the provisions of the Human Rights Rules and regulations Section 2520.770 (i), to make sure the Department complies with this recordkeeping and reporting requirement for monitoring all hires and promotions.

The Department met this AA objective during FY10

**Goal:** To conduct a meeting for DCEO's Office of EOMC and our Acting Deputy Director of HR with representatives from IDHR and CMS, where we focus on the significance of the CMS Successful Disability (SD) Opportunity Program and how it works. The intent of the program is to increase the number of well-qualified persons with disabilities in state agencies.

The Department met this AA objective during FY10

**Goal:** To participate in monthly CMS Personnel Managers meetings to comply with the State Hispanic Employment Plan and all Equal Opportunity/Affirmative Action compliance issues.

The Department met this AA objective during FY10

**Goal:** The Department makes sure all out-going employees have an opportunity to receive, complete, and submit an Exit Questionnaire on a voluntary and confidential basis

The Department met this AA objective during FY10

**Goal:** During FY10 DCEO's Agency-wide EO Compliance Manager was able to develop a plan , in a confidential manner, to identify volunteers to assist those DCEO employees who voluntarily disclosed a disability and requested assistance during a workplace emergency evacuation. DCEO was able to proactively devise a plan to assist six (6) disabled employees (2 in DCEO Chicago, 4 in Springfield)

The Department met this AA objective during FY10



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 4

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[www.ildceo.net](http://www.ildceo.net)

500 East Monroe  
Springfield, Illinois 62701-1643  
217/782-7500 • TDD: 800/785-6055

James R. Thompson Center  
100 West Randolph Street, Suite 3-400  
Chicago, Illinois 60601-3219  
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118  
Marion, Illinois 62959-1180  
618/997-4394 • TDD: 800/785-6055

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## **DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCEDURE**

#### **A. POLICY**

The agency affirms its commitment to a policy of equal employment opportunity through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay and expense of a prolonged formal investigation.

To that end, the DCEO Agency-wide EO Compliance Manager and General Counsel shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve dispute.

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state (DHR) or the federal government (EEOC). The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

#### **B. PROCEDURES**

The DCEO Internal EEO Complaint Form (attached) shall be used to clearly record the date, nature and other pertinent information of the complaint of alleged discrimination submitted to the DCEO Agency-wide EO Compliance Manager.

All complaints alleging a violation of the equal opportunity provisions must be filed with the DCEO Agency-wide EO Compliance Manager within (10) working days from the alleged violation.

The DCEO Agency-wide EO Compliance Manager will forward the complaint within five (5) working days from the date of receipt of the complaint to the Department's General Counsel or designee who will process it and begin an investigation.

Copies of the complaint are kept in a confidential location on file with the Department's General Counsel and the DCEO Agency-wide EO Compliance Manager. Upon request, the DCEO Agency-wide EO Compliance Manager will provide technical assistance to the General Counsel or designee throughout the investigatory process.

Upon completion of the investigation, the General Counsel or designee will develop a written report of the investigation findings. The report will be sent to the Director for review. The General Counsel or designee will prepare and send a finding letter to both parties involved.

The employee also has a right to file a formal charge within 180 days of the alleged violation with the with the Illinois Department of Human Rights (IDHR) and/or within 300 days of the alleged violation with the U.S. Equal Employment Opportunity Commission (EEOC) concurrently with the filing of an internal complaint.



Addresses of governmental Departments which have responsibility for handling various discriminatory complaints appear below:

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, Illinois 62704  
217.785.5100

Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
312.814.6200

Illinois Department of Human Rights  
Marion Regional Office Building  
2309 W. Main Street, Suite 112  
Marion, Illinois 62959  
618.993.7463

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2800  
Chicago, Illinois 60661  
312.353.2713  
TTY 312.353.2421

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
314.539.7800  
TTY 314.425.6547

## DCEO Internal EEO Complaint Form

All complaints regarding Equal Employment Opportunity should be filed with the DCEO Agency-wide EO Compliance Manager at the following address:

Victoria Dawn Benn, DCEO Agency-wide EO Compliance Manager  
500 East Adams St. 8<sup>th</sup> Floor  
Springfield, Illinois 62701-1643  
Phone: 217/524-2997  
Fax: 217/524-8680  
TTY: 217/785-6055  
E-mail: Victoria.Benn@Illinois.gov

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Work Location \_\_\_\_\_  
Present Job \_\_\_\_\_

2. Date of alleged discriminatory practice or action \_\_\_\_\_

3. Basis of the alleged discriminatory practice:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Disability  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Religion    |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Age         |
| <input type="checkbox"/> National Origin    | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Ancestry           |                                      |

4. The discrimination occurred in connection with:

- |  |   |
|--|---|
| <input type="checkbox"/> Interview           | <input type="checkbox"/> Compensation         |
| <input type="checkbox"/> Hiring Selection    | <input type="checkbox"/> Transfer             |
| <input type="checkbox"/> Promotion           | <input type="checkbox"/> Lay Off              |
| <input type="checkbox"/> Downward Allocation | <input type="checkbox"/> Termination          |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Training Opportunity |
| <input type="checkbox"/> Other * _____       |   |

\* Please explain within section 5 of this form.

5. The facts of the alleged discriminatory employment practice are:

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(Continue on additional sheet, if necessary)

6. Name(s), Title(s), Work Location(s), and Telephone Number(s) of Person(s) who you believe discriminated against you.

_____ Name	_____ Title	_____ Location	_____ Phone No.
_____ Name	_____ Title	_____ Location	_____ Phone No.

7. Please supply supporting evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to section 3 of the form.

I have attached supporting evidence: ☐ Yes ☐ No

Describe: \_\_\_\_\_

8. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure, or with any public or private organization? ☐ Yes ☐ No

If yes, please explain, indicating the outcome of the efforts:

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
DCEO Agency-wide EO Compliance Manager's Signature

\_\_\_\_\_  
Date Received

NOTE: To initiate a formal charge of discrimination, this form must be filed with the DCEO Agency-wide EO Compliance Manager **within (10) days of the alleged violation**.

Each employee also has the right to file a formal charge **within 180 days of the alleged violation** with the Illinois Department of Human Rights, **300 days** with the Equal Employment Opportunity Commission, or **180 days** after the alleged unlawful employment practice occurred pertaining to an Equal Pay violation. For Victim's Economic Security and Safety Act of 2003 (VESSA) claims arising after August 25, 2003, complainants may file with the Illinois Department of Labor.

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, IL 62704  
www.state.il.us/dhr  
Telephone (217) 785-5100  
OR  
100 West Randolph  
Suite 10-100  
Chicago, IL 60601  
Telephone (312) 814-6200  
OR  
2309 W. Main, Suite 112  
Marion, IL 62959  
Telephone (618) 993-7461

Equal Employment Opportunity Commission  
500 West Madison Street  
Suite 2800  
Chicago, IL 60661  
www.eeoc.gov  
Telephone (312) 353-2713  
TTY (312) 353-2421

Equal Employment Opportunity Commission  
1222 Spruce St., Room 8-100  
St. Louis, Missouri 63103  
Telephone (314) 425-6547  
TTY (314) 425-6547

Illinois Department of Labor  
State of Illinois Building  
160 North LaSalle Street, Suite C-1300  
Chicago, IL 60601-3150

(866) 372-4365  
Equal Pay Act of 2003

(312) 793-6797  
Victims' Economic Security and Safety Act of 2003  
(VESSA)

Please return the completed form, with copies of supporting documentation to the DCEO Agency-wide EO Compliance Manager.

# DCEO Intake

*Within (10) working days of alleged violation*

*Within (5) days*  
**DCEO EO COMPLIANCE MGR.**  
**REVIEWS/FORWARDS COMPLAINT TO DCEO GENERAL COUNSEL**  
or designee

*Within (5) days*  
**DCEO GENERAL COUNSEL or designee**

*Within (10) days*  
**DCEO GENERAL COUNSEL or designee**  
**Attempts to resolve allegation via informal resolution/mediation**

If resolution process is satisfactory

- Finding Prepared
- Both parties agree (in writing) to the finding and resolution
- A written report is completed/ issue closed
- A record of this confidential matter is retained in DCEO Legal -5 yrs.

If resolution process not elected/not satisfactory

- (after 30th day - 75 days)
- DCEO begins a full Investigation
  - All appropriate DCEO staff notified
  - Both parties receive Disclosure Notice. Legal obtains a signed Disclosure form from both parties
  - Fact finding meeting(s) conducted
  - Witnesses interviewed
  - Additional documentation requested

**DCEO GENERAL COUNSEL or designee**

- Drafts a written report reflecting Investigation findings.
- Both parties sign investigative finding & resolution.

Report of the finding and resolution given to the **DCEO Director** for review and approval (Director's Decision is final).

## DCEO Legal

Will prepare and send a copy of the findings and resolution letter to both parties and their



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 5

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**AMERICANS WITH DISABILITIES ACT POLICY**

It is the policy of the Illinois Department of Commerce and Economic Opportunity ("Agency") to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any programs, service or activity offered by this Agency.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This Agency must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to benefiting from the Agency's programs, services or activities to afford equal opportunity.

Should you wish to review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this Agency's policies, practices or procedures, or file a written grievance with this Agency alleging noncompliance with the ADA, please contact the Agency's Designated Coordinator for the ADA.

The individual that serves as the A.D.A. Coordinator for the Department of Commerce and Economic Opportunity is

Barb Call, Labor Relations Administrator  
500 East Monroe  
Springfield, IL 62701  
217.782.7515  
TTY 1.800.785.6055

## LABOR FORCE ANALYSIS FOR PEOPLE WITH DISABILITIES

Agency: Department of Commerce and Economic Opportunity

Fiscal Year: 2010

Total Employees: 440

Percent of people with  
Disabilities in Illinois Labor  
Force: 10.80%

Labor Force Number: 48

Number of Employees with  
Disabilities in Agency: 35

Underutilization or Parity: 13

## NUMERICAL GOALS FOR PERSONS WITH DISABILITIES

### AREA TO BE ADDRESSED:

Underutilization of thirteen (13) persons with disabilities.

### GOAL:

To increase the number and percentage of disabled employees within the Agency.

### OBJECTIVES:

To consider the use of the CMS Successful Disability Opportunities Program.

To hire/promote thirteen (13) qualified disabled applicants as vacancies occur consistent with the job duties and responsibilities.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Target Date</u>	<u>Monitor</u>
1. Work with CMS Successful Disability Opportunities Program as vacancies occur.	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly
2. Work with DHR Liaison to locate qualified disabled candidates.	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly
3. Identify recruitment sources for people with disabilities including job fairs and referring job postings if applicable.	DCEO Agency-wide EO Compliance Manager	Ongoing	Quarterly



## **PHYSICAL BARRIERS**

Since the June 30, 2010 move for DCEO Springfield Offices, the Office Equal Opportunity Monitoring & Compliance (EOMC) has taken a lead role in making sure each new location is accessible to persons with disabilities. Pursuant to the following accessibility laws - the Human Rights Act 775 ILCS 5/1-101 et. seq.; Illinois Barriers Act 410 ILCS 25/1 et. seq.; the Americans with Disabilities Act, as amended 2008; Section 504 of the Rehabilitation Act of 1973 and the Illinois Accessibility Code, the following physical barriers have been identified by DCEO's Office of EOMC and are being addressed through the Director's Office, Management Operations, CMS and the building owners.

DCEO's Office of EOMC has begun to survey each floor, via accessibility evaluations, starting with the Ridgely Building to identify any/all structural concerns that might impede persons w/disabilities from accessing our buildings or our programs and services. After EOMC concludes its review of the Ridgely Building, EOMC plans to survey the remaining buildings, if possible during FY11.

### **Facility Name/Barriers Identified**

#### **DCEO Springfield**

##### **Illinois Building**

607 E. Adams Street (3<sup>rd</sup>, 5<sup>th</sup> and 12th Floors only)  
Springfield, IL. 62701

**Note:** This building and specific DCEO floors may be evaluated for accessibility during FY11.

##### **Ridgely Building\***

500 E. Monroe Street  
Springfield, IL. 62701-1643

**Finding:\*** On the first floor of the Ridgely Building, no Disability signage placards were immediately located outside the primary (and only) bank of elevators. Also, no disability signage stating the various locations of accessible restrooms, by floor, is identified.

**Finding:\*** In the case of a workplace emergency evacuation, at least 2-primary and 1-alternate emergency evacuation assistant should be designated to assist a disabled employee (per the disabled employee's request and approval.)

\*These findings were brought to the attention of the Deputy Director of EOMC by the professional expertise of DCEO's Agency-wide Equal Opportunity Compliance/Education & Training Manager Victoria D. Benn who works in the Office of EOMC.

**Doors\*\***

**Finding:** Doors that surpassed the weight allowance, thus being too heavy to pull and push by persons with disabilities.

**Ground Surface\*\***

**Finding:** Side walk - has ruts deeper than 1/2" directly in front the entrance to Ridgley. Ground and floor surfaces along accessible routes and in accessible rooms and spaces including floors, walks, ramps, stairs, and curb ramps, shall be stable, firm, and slip-resistant.

**Identification\*\***

**Finding:** "AREA OF RESCUE ASSISTANCE" and the international symbol of accessibility signage needed in a prominent area of display to indicate clearly the direction to areas of rescue assistance.

**Audible/Visual Alarms\*\***

**Finding:** A lack of audible and visual emergency warning systems as required in general usage areas. The lack of such alarm systems prohibit the ability of persons with sight or hearing disabilities to be notified of an emergency.

**Door Handles\*\***

**Finding:** Lever-type door handles are needed on the rest room and office doors to allow persons with disabilities easy to grasp with one hand and not require tight grasping, tight pinching, or twisting of the wrist to operate.

**Restrooms\*\***

**Finding:** Exposed hot water drain pipes under accessible sinks. A person wheel chair bound could burn their legs if they were to touch pipes that were hot.

**Finding:** The dispensers mounted in rest rooms need to be adjusted for individuals with disabilities to no higher than 54" for forward reach approach.

**Finding:** Need additional accessibility signage posted on the wall on the latched side of the restroom door. Signage needs to be removed from the rest room doors and reattached in the appropriate wall placement so as to not be obstructed by the door swing and mounted at the correct height.

\*\*These findings were brought to the attention of the Deputy Director of EOMC by the professional expertise of DCEO WIA Equal Opportunity Officer and Investigations Tim Golemo who works in the Office of EOMC.

Though EOMC staff have indicated that the rest rooms on the 4th, 5th and 12th floors are accessible to disabled persons, there is currently only signage, across from the elevators, that identifies the 4<sup>th</sup> floor as accessible to the disabled. In addition, there are still other issues that need to be addressed via corrective action measures:

**Restrooms\*\*\***

**Findings: 4th Floor** - most accessible. Door weights OK.

**5th Floor** - Both the men and women's rest room doors are heavy (men @ 15 lbs & women at 16 lbs). Entry door to stairwell is 28 lbs.

**12th Floor** - Both rest rooms have twist door knobs. They should be either a push plate or latch door knob (e.g. U-Handle or Push Bar). Men's door weight is 13 lbs. The women's door weight is good at 2 lbs.

\*\*\*These findings were brought to the attention of the Department by the professional expertise of DCEO WIA Equal Opportunity Officer and Investigator for Central Illinois Randy Boschulte who works in the Office of EOMC.

**DCEO Chicago**

James R. Thompson Center  
100 West Randolph Street, Suite 3-400  
Chicago, IL. 60601

Note: This building and specific DCEO floor will be evaluated for accessibility to persons with disabilities during FY11.

**DCEO Marion**

Marion Regional Office Building  
2309 West Main Street, Suite 118  
Marion, IL. 62959

Note: This building and specific DCEO floor will be evaluated for accessibility to persons with disabilities during FY11.

## **PROCEDURAL BARRIERS**

### **A. Pre-Employment Screening**

The ADA prohibits an employer from making any pre-employment inquiries regarding an applicant's physical or mental disability.

According to the ADA, employers may ask about an applicant's ability to perform both essential and marginal job functions. However, employers may not refuse to hire an applicant with a disability because the applicant's disability prevents him or her from performing marginal functions.

#### **Impermissible Inquiries**

- Employers may not use an application form that lists potentially disabling impairments and ask the applicant to check any of those which he/she may have.
- Employers may not ask how often individuals will require leave for treatment, or use leave as a result of incapacitation because of their disability.
  - Employers may not ask about an applicant's prior workers' compensation history.
- Employers may not ask if an individual has any disabilities or impairments which may affect their performance on the job.
- Employers may not ask information about the types of medication an individual is taking.

### **B. Pre-employment Testing**

DCEO does not conduct pre-employment testing.

### **C. Employment Criteria and Job Description Review**

Any employment criteria established by the department to screen applicants should be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine whether they are job-related. If such criteria are not job-related, they should be eliminated. Job descriptions should be reviewed before interviews are held to identify essential job duties.

D. Identification of Disabled Employees for Layoff Report

For purposes of preparing a departmental layoff report, disabled employees are identified through the Survey for Disabled Employees (form IL 442-0254). Employees who identify impairments on this form are to be considered disabled, and those who do not indicate any impairment are not considered disabled. The survey form contains a notice to this effect. Employees have the right to complete new survey forms at any time during their employment, should their disability status change.

E. Identification of an ADA Coordinator

F. Emergency Evacuation Procedures

The DCEO Agency-wide EO Compliance Manager provides emergency evacuation procedures periodically to employees with disabilities.

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**


**REASONABLE ACCOMMODATIONS POLICY**

In compliance with the U.S. Americans with Disabilities Act of 1990, as amended; the Illinois Human Rights Act and Section 504 of the Rehabilitation Act of 1973, it is the policy of the Department of Commerce and Economic Opportunity (DCEO) to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. DCEO recognizes the right of a qualified applicant or employee with a disability to request accommodation to the job application procedure and to any aspect of his or her subsequent employment with the agency.

It is the responsibility of DCEO to provide accommodations to qualified applicants and employees with disabilities, when such accommodations do not pose an undue hardship to the operation of the agency's business.

The agency Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.

  
\_\_\_\_\_  
Warren Ribley, Director  
Illinois Department of Commerce and Economic Opportunity

  
\_\_\_\_\_  
Date

# ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

## **REASONABLE ACCOMMODATIONS POLICY**

### I. INTRODUCTION

The Americans With Disabilities Act of 1990, 42 U.S.C. 12101 et seq. (ADA), prohibits discrimination against a qualified individual with a disability in regard to job application procedures, the hiring, advancement or discharge of employees; employee compensation; job training; and, other terms, conditions and privileges of employment. [Section 102 (a)]

An employer must make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless such covered entity has demonstrated that the accommodation would impose an undue hardship on the operation of the business of such covered entity. [Section 102 (b) (5) (A)] However, each individual is responsible for initiating the request for reasonable accommodation, if such individual believes such accommodation is required to enable him/her to perform the essential functions of the job.

The policy and procedures set forth herein are also intended to meet the requirements of the Illinois Human Rights Act (Ill. Rev. Stat. 1989, ch. 68, para 1-101 et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as well as the ADA.

### II. POLICY

In accordance with the law and regulations, it is the policy of the Illinois Department of Commerce and Economic Opportunity (hereinafter “DCEO”):

- to inform employees and applicants about DCEO policies and of the right to reasonable accommodations and
- to provide any and all such reasonable accommodations in the most cost-effective manner available unless it would impose an “undue hardship”.

This policy is intended to comply with the applicable laws and is not intended to create any legal or contractual rights or obligations. For the purpose of this policy, the term “employee” shall include “applicant” and “prospective employee”.

### III. REASONABLE ACCOMMODATIONS COMMITTEE (RAC)

#### A. PURPOSE

The purpose of the RAC is to implement effectively this policy.

#### B. MEMBERSHIP

The RAC consists of the following DCEO employees:

- Deputy Director of Human Resources
- DCEO Chief Operating Officer
- DCEO Agency-wide EO Compliance Manager
- ADA Coordinator

#### C. DUTIES

The RAC provides technical assistance to IDCEO employees on technology, the ADA Title V of the Rehabilitation Act, accessibility standards and employee relations as it relates to requests or potential requests.

The RAC will maintain documentation regarding RAC requests in order to

- a. provide appropriate budget information and projected cost analysis for future budget cycles to the Budget Division;
- b. lend consistency to the system of the provision of accommodations and ensure nondiscrimination in the treatment of employees;
- c. ensure that requests are processed and approved accommodations provided in a timely manner;
- d. provide reports on employee accommodations and costs to regulatory agencies.

The RAC shall provide quarterly reports, including the above documentation, to the Director for his information/action. All reports shall be developed in a manner which protects the confidentiality of the employee.

### IV. REASONABLE ACCOMMODATIONS

A. Reasonable accommodations means making modifications or adjustments to a job application process and the work environment that enables qualified applicants or employees to be considered for a position, to perform the essential functions of a position and to enjoy equal benefits and privileges of employment. ADA regulations: 29 C.F.R. 1630. 2(o) (1)

B. Reasonable Accommodation may include, but is not limited to:

- 1. Making existing facilities used by employees readily accessible to and useable by individuals with disabilities.



2. Job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modification of examinations, training materials or policies; the provision of qualified readers or interpreters; and, other similar accommodations for individuals with disabilities. Section 101(9) of the ADA.

- C. The determination of which accommodation is appropriate in a particular situation will be made on a case by case basis and involve the employer and employee in a flexible, interactive process whereby the employee identifies the precise limitations imposed by the disability and along with the employer explores potential accommodations that would overcome those limitations.

NOTE: The ADA permits employers to choose the accommodation which is lowest in cost if such accommodation provides a similar result to a more costly accommodation.

- D. Reasonable accommodations may be categorized in the following manner:

1. restructuring/modifications accommodations, include, but are not limited to: job restructuring by removal of non-essential tasks, job modifications, rearrangement of office furniture, removal of desk drawers, flexible time to allow for transportation and/or medical schedules, etc.;
2. technological/accessibility accommodations include but are not limited to: dictating machines, voice activated equipment, push button telephones, options, Telecommunication Device for the Deaf (TDD's), hand controls for dictating devices, speaker-phones, telephone amplifiers, teletypewriters (TTY's), typewriters, Braille typewriters, orthopedic desk chairs, and other adaptive office furniture, looping systems, etc., as well as architectural modifications. Some types of accommodations need not be on an individual basis if available at the work site and if used by two or more individuals will not impede job performance; and,
3. Assistive care accommodations include the utilization of additional persons such as readers, driver, interpreters and attendants who specifically assist an individual in performing the essential duties of the job.

Note: Reasonable Accommodations pertains only to the employee and does not include family members.

## V. UNDUE HARDSHIP

- A. "Undue hardship" means significant difficulty or expense in, or resulting from, the provision of the accommodations. It refers to any accommodations that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the business of the agency.
- B. Whether an accommodation will impose an undue hardship must be analyzed on a case by case basis. Factors to be considered in determining whether an accommodation would impose an undue hardship on IDCEO may include, but not be limited to: (1) the nature and net cost of the accommodation needed; (2) the

overall appropriations of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility and the effect on expenses and resources; (3) the overall appropriation of IDCEO with respect to the number of employees and the number, type, and location of its facilities; (4) the type of operation or operations of the IDCEO, including the composition, structure and functions of the workforce of such agency, and the geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the IDCEO; and (5) the impact of the accommodation upon the operation of the facility, including the impact on the ability of other employees to be able to perform their duties and the impact of the facility's ability to conduct business.

- C. A requested accommodation may be denied if it is unduly disruptive to other employees or to the functioning of the business of the agency. To demonstrate the accommodation may be denied if it is unduly disruptive, the disruption must result from the provision of the accommodation, not from the fears or prejudices of other employees toward the individual's disability. The terms of a collective bargaining agreement may be relevant.

## VI. PROCEDURES FOR PROCESSING REQUESTS FOR REASONABLE ACCOMMODATIONS

- A. The determination of reasonable accommodations for qualified employees who require such to overcome a physical or mental impairment in performance of job duties must be conducted at the request and with the consultation of the employee.
  - 1. A person with a disability may be qualified for a position vacancy if the person satisfies the requisite skills, experience, education and other job-related requirements of the employment position, as set forth in standardized Department of Central Management Services requirements, and with or without reasonable accommodations can perform the essential functions of the job.
  - 2. Essential job functions vary with individual job descriptions and would include those physical, mental and inter-personal activities necessary to achieve the anticipated job performance effectively.
  - 3. A determination as to a reasonable accommodation for one person will not be treated as a precedent for another person.
- B. The employee must request any and all reasonable accommodations on a Request for Reasonable Accommodation form. The employee is responsible for adequately responding to all questions as applicable on the form. Once completed, the form shall be transmitted by the employee to the immediate supervisor, or by the prospective employee to the interviewing supervisor. The employee should retain a copy of the request form.
  - 1. If requested by management, the employee shall submit medical documentation to support the need for the accommodation. When additional information becomes available, the employee should submit it in writing to the immediate supervisor for transmittal to the RAC.

2. Technical assistance is available to the employee and supervisor(s) from the Human Resources Division upon request.
- C. The immediate supervisor or interviewing supervisor shall make a recommendation regarding the request within five (5) working days of receipt and forward the request to the appropriate Deputy Director who shall have five (5) working days to review and provide a recommendation on the request form.
  - D. The Deputy Director shall forward the request to the Human Resources Office for review by the Reasonable Accommodations Committee (RAC).
  - E. Unless the appropriate reasonable accommodation is so obvious to either or both the agency and the qualified individual with a disability, all reviewers and the Committee will, using a problem solving approach.
    1. Analyze the particular job involved and determine its purpose and essential functions.
    2. Consult with the individual with a disability to ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
    3. In consultation with the individual to be accommodated, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position; and,
    4. Consider the preference of the individual to be accommodated and select and implement the accommodation that is most appropriate for both the employee and the agency.
  - F. All reviewers shall consider the request based on the following criteria: (1) the relationship between the accommodation and the essential job functions, (2) necessity, (3) cost effectiveness, (4) undue hardship to the agency, and (5) compatibility with existing equipment (where applicable).
  - G. Within ten (10) working days, the RAC will act upon the request and report accommodations to the Director. If further information is required to make a recommendation, the employee shall be given thirty (30) days to provide such and the 10 working day time shall begin when the additional information is received.
  - H. The Director will make the final decision within five (5) working days of receipt. A copy of the Director's decision and the RAC's recommendation will be returned by ADA Coordinator to the appropriate Deputy Director who will coordinate implementing the approved request with appropriate staff. A copy of the Director's decision and the RAC's recommendation will also be sent to the employee by RAC within five (5) working days of receipt of the Director's decision.

- I. The time limits provided in this section may be extended up to thirty (30) days if circumstances warrant (e.g., absence of a person needed to make determination, additional information required, etc.).

## VII. RECONSIDERATION

If the employee wishes to ask the Director to reconsider a decision on a Reasonable Accommodation request, the request shall be addressed to the Director within ten (10) working days of notification of the decision. The request shall include the reasons for the request and, if appropriate, alternative suggestions for reasonable accommodations. A decision shall be made and the employee notified within ten (10) working days of receipt of the request. The decision constitutes the final administrative action of IDCEO on the request.

## VIII. IMPLEMENTATION

- A. When implementing the approved request, the appropriate Deputy Director shall provide the following:
  1. If the requested accommodation is within the restructuring or modification category, modify/restructure the job with assistance from the Manager of the Human Resources Division. When the supervisor, manager, appropriate Deputy Director and employee are all in agreement, the supervisor shall provide the accommodation; or,
  2. if the requested accommodation is of a technological/accessibility or assistive care nature, the appropriate Deputy Director will coordinate purchase of equipment or devices, or initiate contracts, with DCEO's ADA Coordinator within the Office of Human Resources. An employee who has been denied accommodation has the right to file complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission, once the EEOC rules implementing the Americans with Disabilities Act become effective July 21, 1990.
- B. Expenditure Procedures
  1. In carrying out its expenditure obligation responsibilities, the Division of Financial Management relies on DCEO business unit managers to obtain all required approvals before making a commitment for expenditure of agency funds, to ensure that all purchases are consistent with State of Illinois and DCEO's procurement policies and procedures, and to initiate the steps required to encumber the funds through the Expenditure Planning and Control (EPC) system.
  2. As part of the process for purchasing goods or services using agency funds, DCEO managers are required to initiate an entry for the planned purchase into the EPC system to commit the funds within DCEO's accounting system. Depending on the type of purchase, the business unit is

also required to produce and approve an expenditure authorization (EA) document such as:

- Contract Obligation (COs)
  - Data Processing Contract Obligations (DPs)
  - Purchase Requisitions (PRs)
- 3. In general, goods under \$10,000 and professional services not exceeding \$5,000 are procured on either a purchase requisition (non-EDP goods) or an EDP Purchase Request; any purchase exceeding those thresholds must be procured on a contract.
- 4. All expenditure authorization documents or contracts regarding reasonable accommodation requests should clearly reflect within the document that it is in fact a “reasonable accommodation” purchase.

## PROCEDURES FOR DETERMINATION AND PROCUREMENT OF SPECIFIC SERVICES

### A. Interpreter Services

#### 1. Duties

In situations where other alternative accommodations (e.g., job restructuring, providing a telephone device for the deaf) are insufficient to allow the employee to perform essential job functions, the employee may request that services of a qualified sign language interpreter as a reasonable accommodation.

The duties of such a sign language interpreter may include the provision of sign language interpretation for office activities and meetings, conferences and training sessions, and telephone communications. The employee’s immediate supervisor is responsible for the determination of work relatedness.

The provision of sign language interpretation to and from the work site, during meals or non-work related activities, is not the responsibility of IDCEO. Payment for these activities is the responsibility of the employee.

#### 2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

### B. Driver Services

#### 1. Duties

Many positions require travel for the performance of essential job functions. When providing reasonable accommodation, the use of specialized public transit, more flexible time schedules, or limiting or eliminating travel requirements should be considered. In some cases,

however, the provision of a driver may be necessary to enable the employee to meet more extensive travel requirements.

Transportation of the employee or driver to and from the work site, meals or non-work related activities is not the responsibility of IDCEO. Payment of these costs is the responsibility of the employee.

2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

C. Reader Services

1. Duties

Numerous technological advancements have made possible the development of devices designed to allow visually impaired persons the benefit of written communications. The Opticon, the Kurzweil Reader, Braille printers and typewriters, tape recording devices and reading aids are examples of these accommodations. Reader services include the reading of work-related materials to allow the employee to perform essential job functions.

2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

D. Attendant Services

1. Duties

In situations where alternative accommodations (e.g., job restructuring, technology) are insufficient to allow the employee to perform essential job functions, the employee may request, as a reasonable accommodation, the services of an attendant. The duties of such an attendant may include:

- a. physical assistance in telephone use and setting up assistive devices or other office equipment;
- b. physical assistance in transferring to and from the transportation modes and other assistance in the performance of job duties on travel status; and,
- c. other assistance directly related to their job duties.

The transportation of the employee or attendant to and from the work site, meals, or non-work-related activities is not the responsibility of IDCEO. Payment for these activities is the responsibility of the employee.

2. Procurement

Depending upon the nature of the request and if the request is approved, the Department will make every attempt to fulfill this request using internal sources. Otherwise, the Department will attempt to fulfill the request using appropriate outside sources.

X. VOUCHERING OF REASONABLE ACCOMMODATION EXPENDITURES

A payment to vendors or reimbursements to employees must be requested by the payee on an invoice. When the invoice is received in Financial Managements, it is matched to the appropriate EA, and we prepare a C-13 Invoice (See p. 36x). The C-13 must be signed by two persons in the approving Bureau; one of these is the Head of Unit. Approved vouchers are submitted to the Illinois Office of the Comptroller for issuance of a warrant to the payee.



## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- ☐ Purchase or modification of equipment or devices \_\_\_\_\_
- \_\_\_\_\_
- ☐ Job restructuring or task modification \_\_\_\_\_
- \_\_\_\_\_
- ☐ Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Structural modification to work site or facility \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of work schedule or leave policy \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of examinations, training materials or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Reassignment to vacant position \_\_\_\_\_
- \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature	Date
----------------------	------

RAC Recommendation ☐ Grant ☐ Deny ☐ Date \_\_\_\_\_  
(RAC's initials \_\_\_\_\_) Return for \_\_\_\_\_

Chief Executive Officer's Final Action ☐ Grant ☐ Deny ☐ Date \_\_\_\_\_  
(CEO's initials \_\_\_\_\_) Return for \_\_\_\_\_

Remarks \_\_\_\_\_



## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



## State of Illinois Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

### Type of Accommodation Needed

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations for Learning Disabled Applicant
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed) \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

### Agency Action

Interviewing Officer's Determination ☐ Grant ☐ Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

### Final Agency Approval

Signature:	Date:
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## Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

### Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.

## **DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**

### **EVACUATION PROCEDURES FOR THE DISABLED**

#### Springfield Offices

500 East Monroe and 607 East Adams

DCEO Springfield Fire Wardens will be responsible for proper evacuation of disabled personnel on each floor. If no sign of immediate danger is detected, these individuals will be evacuated to the inner halls of their floor. The DCEO Springfield Fire Wardens or DCEO staff assigned to assist the disabled will remain with disabled staff until further instruction is received from the fire department. Elevators will not be used to evacuate unless under the direction of the fire department. The fire department will be responsible for notification of “all clear” after evacuation.

#### Chicago Office

James R. Thompson Center/ 3<sup>rd</sup> Floor

DCEO Chicago Fire Wardens will be responsible for proper evacuation of DCEO disabled personnel on the 3<sup>rd</sup> floor. To ensure the safe staging of DCEO disabled personnel until the CMS Police arrive or assistance from Chicago fire department arrives, the DCEO Chicago Fire Warden or DCEO staff assigned to assist the disabled will provide assistance and remain with disabled staff until safe evacuation. All disabled DCEO personnel requiring assistance will stage in the vending/lounge area on the 3<sup>rd</sup> floor (3-16) and will be evacuated as directed by the fire department.

#### Marion Office

2309 Main Street

DCEO Marion Fire Wardens will be responsible for proper evacuation of disabled personnel on the main floor of the Marion Office. The DCEO Marion Fire Wardens will assist and remain with DCEO disabled staff until further instruction is received from the fire department.

## **AMERICAN WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

Copied from the 4 ILLINOIS ADMINISTRATIVE CODE, CH. XX, SEC. 575

### **TITLE 4: GRIEVANCE PROCEDURES**

#### **CHAPTER XX: PART 575**

#### **AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

##### **Section**

575.10 Purpose

575.20 Definitions

575.30 Informal Resolution

575.40 Grievances

575.50 Final Review

575.60 Case-by-Case Resolution

**AUTHORITY:** Implementing Title II, Subtitle A of the Americans With Disabilities Act of 1990 (42 U.S.C. 12131-12134) and Section 35.107 of the Equal Employment Opportunity Commission's rules entitled "Nondiscrimination on the Basis of Disability in State and Local Government" (28 CFR 35.107) and authorized by Section 46.42 of the Civil Administrative Code of Illinois (Ill. Rev. Stat. 1991, ch. 127, par. 46.42).

**SOURCE:** Adopted at 16 Ill. Reg. 14621, effective September 14, 1992.

#### **Section 575.10 Purpose**

Pursuant to Title II, Subtitle A of the Americans With Disabilities Act of 1990 (ADA) (42 U.S.C. 12131-12134) and Section 35.107 of the Equal Employment Opportunity Commission's rules entitled "Nondiscrimination on the Basis of Disability in State and Local Government Services" (28 CFR 35.107), this Part establishes a grievance procedure for the prompt and equitable resolution of complaints regarding discrimination on the basis of a disability against the Department of Commerce and Economic Opportunity (Department) and/or entities which administer programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement. However, Title II and this Part do not apply to private entities unless they are legally obligated to administer a program, service or activity on the Department's behalf.

#### **Section 575.30 Informal Resolution**

The Department and/or entities which administer programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement shall make every effort to informally resolve complaints under the ADA before they become grievances, in accordance with 28 CFR 35.176.

## **Section 575.40     Grievances**

- a) **Who May File a Grievance.** A grievance may be filed by any individual who believes that he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the Department and/or an entity which administers programs, services or activities on behalf of the Department under a contract, a grant or any other legally binding agreement.
- b) **Filing Grievance.** A grievance shall be filed with the Department not later than 180 calendar days from the date of the alleged discrimination. The complaint shall be submitted on the Department's grievance form which can be obtained by contacting the Department's designated coordinator. The grievance form shall be sent by certified mail, receipt requested within 5 working days after receipt of the request.
  - 1) The grievance form shall include:
    - A) The complainant's name, address and telephone number;
    - B) The best means and time for contacting the complainant;
    - C) The program, service or activity which was denied the complainant or in which alleged discrimination occurred;
    - D) Date of alleged discrimination;
    - E) Nature of alleged discrimination;
    - F) Dated signature of complainant, certifying that he/she is qualified or otherwise eligible to participate in the program, service or activity and that all information on the form is true to the best of the complainant's knowledge and belief.
  - 2) If the grievance is based on the denial of a requested reasonable modification, the following information shall also be completed on the form.
    - A) Reasonable modification requested;
    - B) Date reasonable modification was requested;
    - C) Person to who request was made;
    - D) Estimated cost of modification (if no);
    - E) Why the requested modification is necessary to use or participate in the program, service or activity;
    - F) Alternative modifications which may provide accessibility; and
    - G) Any other information complainant believes will aid in a fair resolution of the grievance.
- c) **Resolution of Conflict.** The Designated Coordinator shall investigate the grievance and, based upon the information obtained during the investigation and the information submitted by the complainant on the grievance form, shall render a written decision to the complainant and the Director within 10 working days after receipt of the grievance form.

## **Section 575.50     Final Review**

- a) If the grievance is not resolved by the Designated Coordinator to the satisfaction of the complainant, the complainant may submit a written request for final review to the Director within 10 business days after receipt of the Designated Coordinator's response. The request shall include the reason for dissatisfaction with the response, and if desired, a request for an appearance before the Director, and the name of the representative who will appear on complainant's behalf.
- b) Upon receipt of a request for final review, the Director shall appoint a three-member review panel comprised of a legal counsel for the Department, the Deputy Director of the bureau within the Department which administers the program, service or activity in question, and the Department's Human Resources Manager.
- c) The Director shall acknowledge in writing the receipt of a request for final review within 10 working days after receipt of the request. If an appearance has been requested, the written acknowledgment shall include a date, time and location for the appearance which shall be no later than 15 working days after the acknowledgment was postmarked.
- d) The panel shall review the Designated Coordinator's written response and the complainant's reason for dissatisfaction with the response, and take any oral or written testimony that it deems necessary to resolve the matter in accordance with the ADA. If the complainant has requested an appearance in accordance with subsection (a) of this complainant and/or his or her representative.
- e) Within 10 working days after the final review, the panel shall prepare a written recommendation to the Director. All recommendations shall include the reasons for such recommendations and shall be signed by the concurring panel members. A dissenting member of the panel shall make a recommendation to the Director in writing and state the reason for the dissent.
- f) Upon receipt and review of the panel's recommendation and review of the record, the Director shall render a written decision either approving, disapproving or modifying the panel's recommendation, and state the basis for his decision, and cause a copy of the decision to be rendered on the parties. The Director's decision shall be final and shall be issued no later than 10 working days after the date of the panel's recommendation.
- g) All written correspondence, documents and materials relating to the complaint shall be maintained in accordance with the State Records Act (Ill. Rev. Stat. 1991, ch. 116, par. 43.3 et seq.) or as otherwise required by law.

## **Section 575.60     Case-by-Case Resolution**

Each grievance involves a unique set of factors that includes, but is not limited to: the specific nature of the program, service or activity at issue; the health and safety of others; and whether an accommodation would constitute a fundamental alteration to the program, service or activity or undue hardship on the Department. Accordingly, termination of a grievance at any level, whether through the granting of relief or otherwise, shall not constitute a precedent on which any other complainants should rely.

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**  
**AMERICANS WITH DISABILITIES**  
**GRIEVANCE FORM**

Name:

Address:

City, State and Zip Code:

Telephone No:

Best means/time to contact grievant

Program, Service, or Activity to which access was denied or in which alleged discrimination occurred:

Date of Alleged Discrimination:

Nature of Alleged Discrimination:

I certify that I am qualified or otherwise eligible to participate in the program, service or activity and the above statements are true to the best of my knowledge and belief.

---

Signature

Date

Please submit the completed form to Barb Call, Americans with Disabilities Act Coordinator, 500 East Monroe Street, Springfield, Illinois 62701-1643. It is the policy of the Illinois Department of Commerce and Economic Opportunity to provide assistance in filling out the form upon request.





# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 6

## **APPLICABLE EEO LAWS**

The Federal and State Civil Rights law, rules, regulations, executive orders that impact the Department of Commerce and Economic Opportunity are identified below. Where there is a discrepancy between Federal, State or Local law - Federal law supersedes the latter two, unless State or Local law is more stringent.

### **FEDERAL LAW:**

#### **U.S. Constitution: Thirteenth Amendment (1865)**

states: "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the U.S., or any place subject to their jurisdiction."

#### **U.S. Constitution: Fourteenth Amendment (1868)**

states: "All persons born or naturalized in the U.S., and subject to the jurisdiction thereof, are citizens of the U.S. and of the State wherein they reside. No State shall make or abridge the privileges or immunities of citizens of the U.S; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws."

#### **The Civil Rights Act of 1866:**

"All persons within the jurisdiction of the U.S. shall have the same right in every State and Territory to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of property as is enjoyed by white citizens..." (enacted by Congress pursuant to the enabling provision contained in Section 2 of the 13th Amendment.)

#### **The Civil Rights Act of 1870:**

"All citizens of the U.S. shall have the same right, in every State and Territory, as is enjoyed by white citizens thereof to inherit, purchase, lease, sell, hold and convey real and personal property."

#### **The Civil Rights Act of 1871:**

"Every person, who, under color of any statute, ordinance, regulation custom or usage, of any State or Territory, subjects, or causes to be subjected, any citizen...to the deprivation of any rights, privileges or immunities secured by the Constitution and laws, shall be liable to the person injured..." (enacted by Congress pursuant to the enabling provision in Section 5 of the 14th Amendment.)

## **The Civil Rights Act of 1964, as amended**

This Act is the most comprehensive statute on Civil Rights ever enacted in the U.S. It bans discrimination in voting rights, public accommodations, public education and federally assisted programs.

### **Title VI**

"No person in the U.S. shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance."

### **Title VII**

"It is unlawful for any employer with 15 or more employees to discriminate in employment on the basis of race, color, religion, sex and national origin." Nor can an employer limit, segregate or classify employees or applicants by race, color, religion, sex or national origin in any way that would adversely affect their employment status."

It is unlawful under the Act to retaliate against a person who has openly opposed an employer's discriminatory practices or who has filed a charge or assisted in an investigation of a charge.

**In 1972 the Civil Rights Act was amended** by making two significant changes: 1) to provide the U.S. Equal Employment Opportunity Commission (EEOC), the agency empowered to administer the law, the authority to enforce its provisions in federal court; and 2) to extend EEOC's jurisdiction to include public employers with 25 or more employees as well as private employers with 15 or more employees. This amendment adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

**In 1975 the Civil Rights Act was amended** by modifying Sec. 705(e) as it relates to the duties of the EEOC when preparing its report to the Congress and President, at the close of each fiscal year, to not only provide the action the commission has taken; but to also include the names, salaries, and duties of all individuals in its employ and the monies it has disbursed.

**In 1978 the Civil Rights Act was amended** to prohibit sex discrimination based on pregnancy. It required that women who were temporarily disabled due to pregnancy, childbirth and related medical conditions be provided the same benefits as those provided other disabled workers.

**In 1980 the Civil Rights Act was amended** by modifying Sec. 717(a) to include the General Accounting Office (GAO) under the coverage of the law.

## **The Civil Rights Act of 1991**

The purpose of the Civil Rights Act of 1991 is to provide additional remedies to protect against and to deter unlawful discrimination and harassment in employment. In addition, it reverses several Supreme Court decisions that weakened federal anti-discrimination laws.

The most significant aspects of the law include the following:

**Seniority Systems** - for the purpose of filing a complaint, the statutes of limitations begin to run when the seniority system is adopted, when an individual becomes subject to the system, or when the individual is injured by the application of/or provisions of the system.

**Glass Ceiling** - establishes a Glass Ceiling Commission which will conduct a study and make recommendations on the elimination of barriers to advancement of women and minorities.

**Consent Decrees** - bars challenges, under certain circumstances, to legitimate consent judgments or orders resolving employment discrimination claims.

**Jury Trials** - when compensatory or punitive damages are sought under Title VII, the ADA or the federal employment provisions of Rehabilitation Act of 1973, any party may demand a jury trial.

**Compensatory and Punitive Damages** - the amount of damages that may now be awarded for future pecuniary losses, emotional pain, suffering, inconvenience, mental anguish, or loss of employment, is limited to a maximum of \$300,000.

**Other Monetary Awards** - back pay and interest on back pay.

**Fees for Experts** - permits the inclusion of expert witness fees as part of an attorney's fee award.

**Title I of the Civil Rights Act of 1968** provides for criminal penalties for interference with an individual's employment rights due to his/her race, color, religion or national origin.

**Title IX of the Education Amendments of 1972**, as amended, prohibits discrimination on the basis of sex in all education programs or activities receiving federal financial assistance.

**The Age Discrimination in Employment Act of 1967, as amended** prohibits arbitrary discrimination against persons 40 years of age or older. This law is administered by EEOC.

### **The Age Discrimination Act of 1975**

This act prohibits unreasonable discrimination on the basis of age in programs or activities receiving Federal financial assistance, including programs or activities receiving funds under the State and Local Fiscal Assistance Act of 1972. This Act has no lower age limit and is administered by the Office of Civil Rights (OCR).

### **Age Discrimination in Employment Waiver Protection Act of 1989**

This bill, SB54, as amended, will alter the Age Discrimination in Employment Act of 1967 to ensure that older workers are not coerced or manipulated into waiving their rights to seek legal relief under the ADEA.

The Waiver Protection Act provides that older workers may waive their ADEA rights in the absence of supervision only when settling a bona fide claim of age discrimination, which originated either by filing a charge with the EEOC, initiating a court action, or making a written allegation directly to the employer. Once there is a bona fide claim, the individual may settle the claim and waive ADEA rights without federal supervision as part of the settlement, provided certain basic protections are present when the waiver is executed.

### **The Rehabilitation Act of 1973**

This Act prohibits discrimination against people with physical and mental disabilities except where the disability would prevent them from performing the major duties of the job. It also provides for affirmative action in the employment and advancement of qualified disabled people.

**Section 503** requires federal contractors and their subcontractors to undertake affirmative action in the employment of qualified disabled individuals. The Office of Federal Contract Compliance Programs (OFCCP) has issued administrative guidelines and is responsible for monitoring compliance.

Back pay awards may be ordered in Section 503 suits.

**Section 504** requires recipients of federal financial assistance to provide equal employment opportunity and equal service access to qualified disabled individuals. Executive Order 12250 requires each federal agency granting funds to issue Section 504 regulations and authorizes the Justice Department to coordinate Section 504 implementation. Section 504 is enforced by the agency providing the federal funds in question.

The Rehabilitation Act requires employers to "make reasonable accommodations to the physical and mental limitations" of employees and applicants who may be disabled. This obligation includes both alterations in physical facilities and modifications in the structure or scheduling of a job.

**Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008** Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC will issue new regulations under this Act.

### **Vietnam Era Veterans Readjustment Act of 1974**

This federal law requires employers to provide equal opportunity to Vietnam veterans and to disabled veterans of any war and to take affirmative action to ensure such opportunities.

### **The Equal Pay Act of 1963, as amended**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring the same responsibility. The Act also prohibits reducing any employee's wage in order to come into compliance with the Act.

In general, any employee who is covered by the minimum wage provisions of the Fair Labor Standards Act (FLSA) is protected by this Act. In addition, the Act was amended in 1972 to include some employees not covered by the FLSA, such as executives, administrators, professionals, etc. Violation of this law, if determined to be intentional, can result in a back pay

The award covering a period which begins three years prior to the date of filing and ends when the award is made.

Under the law, employers may have differences in wage rates based on: (1) a seniority system; (2) a merit system; (3) a system which measures earnings by quantity or quality of production, e.g., piece rate; (4) any other bona fide differential.

This Act is enforced by the Equal Employment Opportunity Commission (EEOC.)

### **Intergovernmental Personnel Act of 1970**

This Act ensures the fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and constitutional rights as citizens. The United States Civil Service Commission (USCSC) administers the Act. USCSC may recommend remedial action, including the termination of grants to states and local governments after they have been given reasonable notice and an opportunity for a hearing, if the program fails to comply with the provisions of the Act. However, actual enforcement authority rests with the grantor agency.

### **The Family and Medical Leave Act (FMLA) of 1993**

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations. Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

**Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

**Section 3 of the Housing and Urban Development Act of 1968**, as amended, provides that opportunities for training and employment funded by Community Development Assistance Program (CDAP) projects be given to lower income residents within the same location of the project. Also, contracts will be awarded to business concerns located within the same project area.

**Section 109 of the Housing and Urban Development Act of 1974**, as amended, provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

**Uniformed Services Employment and reemployment Rights Act (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The US Department of Labor, Veterans Employment and Training Services (VETS) are authorized to investigate and resolve complaints of USERRA violations.

**GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**EXECUTIVE ORDERS**

**Executive Order 11063**

This order provides that no person shall, on the basis of race, color, creed or national origin, be discriminated against in the provisions, rehabilitation or benefits of housing financed through Federal financial assistance.

**Executive Order 11141**

This Presidential Executive Order declares it a policy of the Executive Branch that government contractors not discriminate on the basis of age.

**Executive Order 11246**

This Presidential Executive Order has the force of law, requiring governmental contractors to have written Affirmative Action Plans and to set goals and time tables for increasing the representation of women and minorities in their workforce if they have been underutilized in the past.

**Executive Order 11375**

This Order expanded the coverage of Executive Order 11246 to include discrimination on the basis of sex.

**The Drug-Free Workplace Act of 1988**

This law prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances at the workplace, or while conducting business of the state.

## **STATE**

### **Illinois Human Rights Act of 1980, amended 1986**

An Act to promote the public health, welfare, and safety of the people of the state of Illinois by preventing unlawful discrimination in employment, real property transactions, access to financial credit, and public accommodations, by authorizing the creation of a Department of Human Rights to enforce the Act, and a Human Rights Commission to adjudicate allegations of unlawful discrimination, and by making uniform the law with reference to unlawful discrimination through the additional amendments and repeal of various Acts:

- (A) Freedom from Sexual Harassment in Employment and Unlawful Discrimination and Sexual Harassment in Higher Education. To secure for all individuals within Illinois the freedom from discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.
- (B) Equal Opportunity /Affirmative Action. To establish Equal Opportunity and Affirmative Action as the policies of this state in all of its decisions, programs, and activities, and to ensure that all state departments, boards, commissions, and instrumentalities rigorously take affirmative action to provide equality of opportunity and eliminate the effects of past discrimination in the internal affairs of state government and in their relations with the public.

(Illinois Revised Compiled Statutes, Chapter 775 ILCS 5/1-101 et seq.)

### **Public Act 86-1411 - Supported Employees Act**

A "supported employee" means any individual who:

- A) "Has a severe physical or mental disability which seriously limits functional capacities including but not limited to mobility, communication, self-care, self-direction, work tolerance, or work skills, in terms of employability as defined, determined and certified by the Department of Rehabilitation Services;" and
- B) "Has one or more physical or mental disabilities resulting from amputation; arthritis; blindness; cancer; cerebral palsy; cystic fibrosis; deafness; heart disease; hemiplegia; respiratory or pulmonary dysfunction; mental retardation; mental illness; multiple sclerosis; muscular dystrophy; musculoskeletal disorder; neurological and other spinal cord conditions; including stroke and epilepsy; paraplegia; quadriplegia and other spinal cord conditions; sickle cell anemia; and end-stage renal disease; or another disability or combination of disabilities determined on the basis of an evaluation of rehabilitation potential to cause comparable substantial functional limitation."

It is the goal of the program to appoint 25 supported employees to state agencies prior to June 30, 1991.

The program also requires "state agencies, which fail to meet their Affirmative Action and Equal Employment Opportunity goals by Equal Employment Opportunity job category, to establish necessary training programs for preparation and promotion of the job category of individuals affected by the failure. An agency required to establish training programs under this subsection shall do so in cooperation with the Department of Central Management Services as provided in Section 67.30 of the Civil Administrative Code of Illinois."



**Executive Order 15 (1999)**

This Order reaffirms a commitment to a quality and diversified workforce

The Order directs the Department of Human Rights, the Department of Central Management Services, the Department of Employment Security and other state agencies to develop a recruitment plan that will reach all populations during efforts to fill vacancies

Each agency will designate a management level person to be responsible for coordinating the recruitment efforts. The Department of Human Rights will be responsible for monitoring and assessing the agencies in their recruitment and hiring efforts and in reporting the information to the Governor on their progress

**Executive Order 16 (1999)**

This Order instructs the head of each state department to do the following:

1. Insofar as possible, provide a work environment that is free of sexual harassment.
2. Develop a policy on sexual harassment according to the guidelines established by the Governor's Office.
3. Disseminate this policy to all employees.
4. Provide a sexual harassment training program for all supervisors.



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

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## SECTION 7

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Officials/Managers	[-----Males-----] M								[-----Females-----] F						[-----Percentage-----]					
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$30,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$40,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$50,000 - \$59,999	2	1	1	0	0	0	0	1	1	0	0	0	0	50.0%	50.0%	100.0%	0.0%	0.0%	0.0%	0.0%
\$60,000 - \$69,999	34	16	9	5	0	2	0	18	16	2	0	0	0	47.1%	52.9%	73.5%	20.6%	0.0%	5.9%	0.0%
\$70,000 - \$79,999	55	27	25	1	0	1	0	28	25	2	1	0	0	49.1%	50.9%	90.9%	5.5%	1.8%	1.8%	0.0%
\$80,000 - \$89,999	41	23	18	2	2	1	0	18	14	2	1	1	0	56.1%	43.9%	78.0%	9.8%	7.3%	4.9%	0.0%
\$90,000 - \$99,999	35	21	16	2	2	1	0	14	13	1	0	0	0	60.0%	40.0%	82.9%	8.6%	5.7%	2.9%	0.0%
\$100,000+	11	8	6	1	1	0	0	3	2	1	0	0	0	72.7%	27.3%	72.7%	18.2%	9.1%	0.0%	0.0%
Total	178	96	75	11	5	5	0	82	71	8	2	1	0	53.9%	46.1%	82.0%	10.7%	3.9%	3.4%	0.0%

OM

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Professionals	[-----Males-----] M								[-----Females-----] F						[-----Percentage-----]					
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$30,000 - \$39,999	4	3	3	0	0	0	0	1	1	0	0	0	0	75.0%	25.0%	100.0%	0.0%	0.0%	0.0%	0.0%
\$40,000 - \$49,999	10	4	2	1	1	0	0	6	3	3	0	0	0	40.0%	60.0%	50.0%	40.0%	10.0%	0.0%	0.0%
\$50,000 - \$59,999	53	22	18	3	1	0	0	31	24	5	1	1	0	41.5%	58.5%	79.2%	15.1%	3.8%	1.9%	0.0%
\$60,000 - \$69,999	76	35	29	5	1	0	0	41	34	5	2	0	0	46.1%	53.9%	82.9%	13.2%	3.9%	0.0%	0.0%
\$70,000 - \$79,999	74	41	31	6	1	3	0	33	28	5	0	0	0	55.4%	44.6%	79.7%	14.9%	1.4%	4.1%	0.0%
\$80,000 - \$89,999	6	3	2	0	1	0	0	3	2	0	0	1	0	50.0%	50.0%	66.7%	0.0%	16.7%	16.7%	0.0%
\$90,000 - \$99,999	11	7	7	0	0	0	0	4	3	0	0	1	0	63.6%	36.4%	90.9%	0.0%	0.0%	9.1%	0.0%
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	234	115	92	15	5	3	0	119	95	18	3	3	0	49.1%	50.9%	79.9%	14.1%	3.4%	2.6%	0.0%

P

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Technicians	[-----Males-----] M								[-----Females-----] F						[-----Percentage-----]					
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$30,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$40,000 - \$49,999	1	0	0	0	0	0	0	1	1	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	1	0	0	0	0	0	0	1	1	0	0	0	0	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

T

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Protective Service	[-----Males-----] M							[-----Females-----] F					[-----Percentage-----]							
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$30,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$40,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

PS

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

	[-----Males-----]							M	[-----Females-----]					F	[-----Percentage-----]						
Paraprofessionals	Grand Total	Total	W	AA	H	A	NA		Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$30,000 - \$39,999	3	1	1	0	0	0	0	2	2	0	0	0	0	0	33.3%	66.7%	100.0%	0.0%	0.0%	0.0%	0.0%
\$40,000 - \$49,999	13	0	0	0	0	0	0	13	8	4	1	0	0	0	0.0%	100.0%	61.5%	30.8%	7.7%	0.0%	0.0%
\$50,000 - \$59,999	2	0	0	0	0	0	0	2	1	1	0	0	0	0	0.0%	100.0%	50.0%	50.0%	0.0%	0.0%	0.0%
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	18	1	1	0	0	0	0	17	11	5	1	0	0	0	5.6%	94.4%	66.7%	27.8%	5.6%	0.0%	0.0%

PP

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Office/Clerical	[-----Males-----]							M	[-----Females-----]					F	[-----Percentage-----]						
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA	
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$30,000 - \$39,999	1	0	0	0	0	0	0	1	0	1	0	0	0	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	
\$40,000 - \$49,999	6	1	0	0	1	0	0	5	4	1	0	0	0	16.7%	83.3%	66.7%	16.7%	16.7%	0.0%	0.0%	
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Total	7	1	0	0	1	0	0	6	4	2	0	0	0	14.3%	85.7%	57.1%	28.6%	14.3%	0.0%	0.0%	

OC

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Skilled Craft	[-----Males-----]							M	[-----Females-----]					F	[-----Percentage-----]						
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA	
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$30,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$40,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

SC

## Agency: Department of Commerce and Economic Opportunity

Data as of: 6/30/2010

Service/Maintenance	[-----Males-----]							M	[-----Females-----]							F	[-----Percentage-----]						
	Grand Total	Total	W	AA	H	A	NA	Total	W	AA	H	A	NA	M	F	W	AA	H	A	NA			
\$0 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$10,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$20,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$30,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$40,000 - \$49,999	2	2	2	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%			
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$70,000 - \$79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$80,000 - \$89,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$90,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
\$100,000+	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Total	2	2	2	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%			

SM

	Grand Total	M	W	AA	H	A	NA	F	W	AA	H	A	NA
Totals from DHR-32	440.0	215.0	170.0	26.0	11.0	8.0	0.0	225.0	182.0	33.0	6.0	4.0	0.0
Totals from Data Sheet	440.0	215.0	170.0	26.0	11.0	8.0	0.0	225.0	182.0	33.0	6.0	4.0	0.0

	DHR-32	Data Sheet	
\$0 - \$9,999	0.0	0.0	1
\$10,000 - \$19,999	0.0	0.0	2
\$20,000 - \$29,999	0.0	0.0	3
\$30,000 - \$39,999	8.0	8.0	4
\$40,000 - \$49,999	32.0	32.0	5
\$50,000 - \$59,999	57.0	57.0	6
\$60,000 - \$69,999	110.0	110.0	7
\$70,000 - \$79,999	129.0	129.0	8
\$80,000 - \$89,999	47.0	47.0	9
\$90,000 - \$99,999	46.0	46.0	10
\$100,000+	11.0	11.0	11
Total	440.0	440.0	

## HIRING MONITOR

### Section 1 (To be completed by designated agency personnel)

Name of Agency: \_\_\_\_\_ IDHR Region: \_\_\_\_\_  
Facility / Unit: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
Title of Job to be filed: \_\_\_\_\_ Pay Grade: \_\_\_\_\_  
Number to be filled: \_\_\_\_\_ Position Number: \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Employment Date: \_\_\_\_\_

1. Is the EEO category underutilized? Yes ☐ No ☐ If yes, by which of the following:  
African Americans: \_\_\_\_\_ Hispanics: \_\_\_\_\_ Women: \_\_\_\_\_ Asians: \_\_\_\_\_ Native Americans: \_\_\_\_\_ Disabled: \_\_\_\_\_

2. Indicate: Sex of person selected: \_\_\_\_\_  
Race of person selected: \_\_\_\_\_  
Veteran or non-Veteran: \_\_\_\_\_  
Disability, if any: \_\_\_\_\_

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

were African American,	invited,	interviewed,	selected
were Hispanic,	invited,	interviewed,	selected
were Women,	invited,	interviewed,	selected
were Asian,	invited,	interviewed,	selected
were Native American,	invited,	interviewed,	selected
were Veterans,	invited,	interviewed,	selected
were Disabled,	invited,	interviewed,	selected
were Undefined,	invited,	interviewed,	selected

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.

### Section 2 (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

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

\_\_\_\_\_  
EEO/AA Officer 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)]

**PROMOTION MONITOR****Section 1** (To be completed by designated agency personnel)

Name of Agency: _____	IDHR Region: _____
Facility / Unit: _____	Candidate's Name: _____
Title of Job to be filed: _____	Pay Grade: _____
Number to be filled: _____	Position Number: _____
EEO Job Category: _____	Date of Promotion: _____

1. Is the EEO category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:

African Americans: _____	Hispanics: _____	Women: _____	Asians: _____	Native Americans: _____	Disabled* _____
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2. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

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

were African American,	invited,	interviewed,	selected
were Hispanic,	invited,	interviewed,	selected
were Women,	invited,	interviewed,	selected
were Asian,	invited,	interviewed,	selected
were Native American,	invited,	interviewed,	selected
were Veterans,	invited,	interviewed,	selected
were Disabled,	invited,	interviewed,	selected
were Undefined,	invited,	interviewed,	selected

4. Indicate the sex and race of the person promoted. \_\_\_\_\_

5. Did it change the employee's EEO job category? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

**Section 2** (To be signed by agency EEO/AA Officer and Chief Executive Officer or their designees)

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

_____ EEO/AA Officer	_____ Date
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I approve of this hire

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

## Illinois Department of Human Rights Disability Survey Form

The purpose of this survey is to collect affirmative action statistics. You are asked to voluntarily respond to this questionnaire, but you must sign below and provide the last four digits of your social security number to indicate receipt. Refusal to provide the information requested will not subject an employee to adverse treatment. The collected information provided will be kept confidential and will be used only in accordance to state and federal laws. You may contact the agency EEO/AA Officer if you have any questions regarding this form.

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I. Do you have a disability?

YES\_\_\_\_\_ NO\_\_\_\_\_

II. If you have a disability, which of the following categories best describes it?

1. Low Vision or Blindness
2. Hard of Hearing or Deafness
3. Orthopedic Impairment
4. Cardiovascular Disorder
5. Mental Disorders
6. Nervous System Disorder
7. Respiratory Impairment
8. Loss of Limbs
9. Other (please specify) \_\_\_\_\_

III. Do you need assistance in the event of an emergency evacuation because of your disability?

YES\_\_\_\_\_ NO\_\_\_\_\_

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An indication of a disability on this form is voluntary; however, you must sign below to indicate receipt.

*"I acknowledge having received this form and understand I will not be considered Disabled for affirmative action purposes unless a disability has been indicated above."*

Please Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Social Security Number [Last four digits only]\_\_\_\_\_

Agency\_\_\_\_\_



## Exit Questionnaire

Instructions: This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name: \_\_\_\_\_ Sex: Male ☐ Female ☐ Age: \_\_\_\_\_

Disability: \_\_\_\_\_ Race \_\_\_\_\_ Hispanic: Yes ☐ No ☐

Date of Employment \_\_\_\_\_ Separation Date \_\_\_\_\_

Position Title \_\_\_\_\_

Who was your immediate Supervisor?

Reason For Leaving:

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

Would you want to work here again? Yes ☐ No ☐

Explain:

Same Position? Yes ☐ No ☐

Explain:

Same Supervisor? Yes ☐ No ☐

Explain:

Do you feel the working conditions were satisfactory? Yes ☐ No ☐

Explain:

Do you have any suggestions for improving employee morale?

Were you satisfied with the pay you received for the work performed and with promotions?

Yes ☐ No ☐ Explain:

Did you receive bilingual pay? If so, do you feel it was an appropriate amount?

Were you satisfied with the supervision and were you trained properly?

Yes ☐ No ☐ Explain:

Do you think management adequately recognized employee contributions? In not, what recommendations would you make to improve this?

Did you receive any equal employment opportunity / affirmative action orientation?

Yes ☐ No ☐ Explain:

During your employment did you request an accommodation based on your disability?

Yes ☐ No ☐ N/A ☐ If yes, please explain:

Did you personally experience any discrimination while working in your position?

Yes ☐ No ☐ Explain:

Are you aware of instances where others have been discriminated against:

Yes ☐ No ☐ Explain:

If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO / AA Officer:

Yes ☐ No ☐ Explain:

Additional comments:

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Ethnic Origin Survey

The State of Illinois is required by law to collect data on the national origin of state employees. In order to collect this data, your cooperation is being requested. Please complete this form.

The Illinois Human Rights Act defines national origin as "The place in which a person or one of his or her ancestors were born." Check the ONE country that you believe best represents your national origin. Checking more than one country will INVALIDATE your form. Check only a listing which has a box in front of it. In addition, write the corresponding 3-digit code number of the country you have checked in the space provided under your Social Security number.

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR AGENCY'S EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION OFFICER (or Personnel/Human Resources Office) IMMEDIATELY.**

The data collected on this survey is confidential and will be used only for equal employment opportunity/affirmative action purposes.

SOCIAL SECURITY NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

CODE NUMBER: \_\_\_\_

AGENCY OF EMPLOYMENT: \_\_\_\_\_

### AFRICA

- ☐ 001 Algeria
- ☐ 002 Botswana
- ☐ 003 Burundi
- ☐ 004 Cameroon
- ☐ 005 Central African Republic
- ☐ 006 Chad
- ☐ 007 Republic of Cape Verde
- ☐ 008 People's Rep. of the Congo
- ☐ 009 Republic of Djibouti
- ☐ 010 Egypt (Arab Republic)
- ☐ 011 Ethiopia
- ☐ 012 Gabon
- ☐ 013 Gambia
- ☐ 014 Ghana
- ☐ 015 Guinea
- ☐ 016 Guineau-Bissau
- ☐ 017 Ivory Coast
- ☐ 018 Kenya
- ☐ 019 Lesotho
- ☐ 020 Liberia
- ☐ 021 Libya
- ☐ 022 Madagascar
- ☐ 023 Malawi

- ☐ 024 Mali
- ☐ 025 Mauritania
- ☐ 026 Mauritius
- ☐ 027 Morocco
- ☐ 028 Mozambique
- ☐ 029 Niger
- ☐ 030 Nigeria
- ☐ 031 Rwanda
- ☐ 032 Senegal
- ☐ 033 Seychelles
- ☐ 034 Sierra Leone
- ☐ 035 Somalia
- ☐ 036 South Africa
- ☐ 037 Sudan
- ☐ 038 Swaziland
- ☐ 039 Tanzania
- ☐ 040 Togo
- ☐ 041 Tunisia
- ☐ 042 Uganda
- ☐ 043 Upper Volta
- ☐ 044 Zaire
- ☐ 045 Zambia
- ☐ 046 Zimbabwe

### ASIA

- ☐ 047 Afghanistan
- ☐ 048 Bangladesh
- ☐ 049 China
- ☐ 050 India
- ☐ 051 Japan
- ☐ 052 Korea
- ☐ 053 Nepal
- ☐ 054 Pakistan
- ☐ 055 Philippines
- ☐ 056 Sri Lanka
- ☐ 057 Taiwan

### CARIBBEAN

- ☐ 058 Antigua/Barbuda
- ☐ 059 Bahamas
- ☐ 060 Babados
- ☐ 061 Bermuda
- ☐ 062 Cuba
- ☐ 063 Dominican Republic
- ☐ 064 Haiti
- ☐ 065 Jamaica
- ☐ 066 Martinique/Guadeloupe
- ☐ 067 Netherlands Antilles
- ☐ 068 Puerto Rico
- ☐ 069 Trinidad/Tobago

**CENTRAL AMERICA**

- ☐ 070 Costa Rica
- ☐ 071 El Salvador
- ☐ 072 Guatemala
- ☐ 073 Hondouras
- ☐ 074 Nicaragua
- ☐ 075 Panama

**EUROPE**

- ☐ 076 Albania
- ☐ 077 Andorra
- ☐ 078 Austria
- ☐ 079 Belgium
- ☐ 080 Bulgaria
- ☐ 081 Croatia
- ☐ 082 Cyprus
- ☐ 083 Czechoslovakia
- ☐ 084 Denmark
- ☐ 085 England
- ☐ 086 Estonia
- ☐ 087 Finland
- ☐ 088 France
- ☐ 089 Germany
- ☐ 090 Greece
- ☐ 091 Hungary
- ☐ 092 Iceland
- ☐ 093 Ireland
- ☐ 094 Italy
- ☐ 095 Latvia
- ☐ 096 Lichtenstein
- ☐ 097 Lithuania
- ☐ 098 Luxembourg

- ☐ 099 Netherlands
- ☐ 100 Norway
- ☐ 101 Poland
- ☐ 102 Portugal
- ☐ 103 Romania
- ☐ 104 Serbia
- ☐ 105 Scotland
- ☐ 106 San Marino
- ☐ 107 Spain
- ☐ 108 Sweden
- ☐ 109 Switzerland
- ☐ 110 Turkey
- ☐ 111 Union of Soviet  
Socialist Republics
- ☐ 112 Wales
- ☐ 113 Yugoslavia

**MIDDLE EAST**

- ☐ 114 Bahrain
- ☐ 115 Iraq
- ☐ 116 Iran
- ☐ 117 Israel
- ☐ 118 Jordan
- ☐ 119 Kuwait
- ☐ 120 Lebanon
- ☐ 121 Oman
- ☐ 122 Qatar
- ☐ 123 Saudi Arabia
- ☐ 124 Syria
- ☐ 125 United Arab Emirates
- ☐ 126 Yemen Arab Republic

**NORTH AMERICA**

- ☐ 127 Canada
- ☐ 128 Mexico
- ☐ 129 United States of America

**SOUTH AMERICA**

- ☐ 130 Argentina
- ☐ 131 Bolivia
- ☐ 132 Brazil
- ☐ 133 Chile
- ☐ 134 Colombia
- ☐ 135 Ecuador
- ☐ 136 French Guiana
- ☐ 137 Guyana
- ☐ 138 Paraguay
- ☐ 139 Peru
- ☐ 140 Suriname
- ☐ 141 Uruguay
- ☐ 142 Venezuela

**SOUTHEAST ASIA**

- ☐ 143 Australia
- ☐ 144 Burma
- ☐ 145 Cambodia
- ☐ 146 Indonesia
- ☐ 147 Laos
- ☐ 148 Malaysia
- ☐ 149 New Zealand
- ☐ 150 Papua New Guinea
- ☐ 151 Singapore
- ☐ 152 Thailand
- ☐ 153 Vietnam

