

Received by CMS on 10/27/08

State Hispanic Employment Plan Survey 2009

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report to CMS all of their activities in implementing the State Hispanic Employment Plan and the Bilingual Employment Plan which will be incorporated into the annual report submitted to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

DUE: Friday, October 31st, 2008

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

Questions may be directed to Olga Iniguez, State Hispanic Employment Plan Coordinator, at 312/814-3844 or olga.iniguez@illinois.gov.

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

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

Agency: Department of Commerce and Economic Opportunity

Name of Individual Completing Survey: Bridget Devlin

Individual's Working Title: Managing Director for Human Resources

Individual's Phone Number: 217.785.1577

Individual's Mailing Address: 620 E. Adams Street, Springfield, IL 62702

Individual's Email Address: Bridget.Devlin@Illinois.gov

1. As of June 30, 2008, provide the number of Hispanics employed within each of the following EEOC categories:

9 Officials and Managers

6 Professionals

0 Technicians

N/A Protective Service Workers

3 Para-Professionals

1 Office and Clerical

1 Skilled Craft Worker

0 Service-Maintenance

2. As of June 30, 2008, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

2 Officials and Managers

4 Professionals

 Technicians

N/A Protective Service Workers

1 Para-Professional

1 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

3. As of June 30, 2008, provide the number of funded positions within each of the following EEOC categories:

203 Officials and Managers

233 Professionals

4 Technicians

N/A Protective Service Workers

19 Para-Professionals

8 Office and Clerical

3 Skilled Craft Workers

3 Service-Maintenance

4. As of June 30, 2008, provide total number of agency employees on board; include full-time, part-time and LOA's:

417

5. As of June 30, 2008, provide the underutilization for Hispanics by category:

1 Officials and Manager

1 Professionals

 Technicians

N/A Protective Service Workers

 Para-Professionals

 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 08 budget allocation for each of these programs:

N/A

7. Provide FY08 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

N/A

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

- All of DCEO's Human Resources staff attend monthly agency personnel managers' meetings and training sessions sponsored by CMS to become aware of any legislative mandates affecting the State Hispanic Employment Plan;
- DCEO's Managing Director for Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified Latinos/Hispanics in the workforce; and
- The Director meets regularly with the HR Manager to strategize on efforts to increase the number of highly qualified Latinos/Hispanics at DCEO and meet AA goals.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of the Hispanic Employment Recruitment Plan):
 - The Director places great emphasis on hiring/promoting highly qualified Latino/Hispanic applicants and employees within management and professional level positions within the Department and monitors Agency goals through frequent inquiry and discussion with the HR Manager.
 - The Equal Opportunity Compliance/Recruitment Manager maintains contact with the Governor's Office liaison for Latino Affairs and the CMS Diversity Enrichment Program staff to apprise these sources of current vacancies and attempt to identify future employment/career fairs that may be located in Latino/Hispanic communities.
 - DCEO maintains a close relationship with the following organizations:

Illinois Association of Hispanic State Employees (IAHSE); League of United Latin American Citizens (LULAC); Service, Employment and redevelopment (SER) Jobs group; Illinois Latino Council on Higher Education (ILCHE); Illinois Community College Board (ICCB); and Employment and training facilities that are identified by our Bureau of Workforce Development in Latino/Hispanic communities.

- DCEO participates in statewide employment/career fairs sponsored by universities, community colleges, trade associations and annual conferences affiliated with professional minority organizations or on behalf of members of the Illinois General Assembly when our budget permits. DCEO had a presence at the following:

20th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 25, 2007.

Annual Collegiate Career Fair at the University of Illinois at Springfield, February 15, 2008.

Chicago Job Forum, March 6-7, 2008.

University of Illinois at Chicago Spring Diversity Career Fair, March 13, 2008.

20th Annual Illinois Association of Minorities in Government Conference, May 7-9, 2008.

- DCEO's Equal Opportunity Compliance/Recruitment Manager outreaches to local area churches, community-based organizations, advocacy groups, statewide minority professional organizations, staff from the CMS Diversity Enrichment Program, other state agency Equal Opportunity or Recruitment Managers, the Illinois Department of Human Rights and DHS Disability Recruitment Program.
- The Department tracks the response rate by applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade for various position titles which the Department utilizes.
- The Department maintains recruitment files compiled with lists of well-qualified individuals, including Latino/Hispanic applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

- Supervisors who are directly involved in the selection process are requested to contact the Department's Equal Opportunity Compliance/Recruitment Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latino/Hispanic applicants for state service.
- The Office of Human Resources assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.
- The Equal Opportunity Compliance/Recruitment Manager also identifies and refers well-qualified internal Latino/Hispanic employees to DCEO management staff for consideration when promotional opportunities arise.

b) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

- As positions become vacant, the Office of Human Resources reviews them to determine if a bi-lingual option is suitable. Bureaus may also be contacted to provide a review of the vacant position to determine if a bi-lingual option is feasible.
- When DCEO's Equal Opportunity Compliance/Recruitment Manager is notified of positions that require a posting and are posted as bi-lingual, the information is shared with statewide professional organizations such as:

Illinois Association of Hispanic State Employees;
Illinois Latino Council on Higher Education;
CMS Diversity Enrichment Program;
Community organizations such the Service, Employment & Redevelopment organization; and
League of United Latin American Citizens.

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

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

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

DCEO's Equal Opportunity Compliance/Recruitment Manager reviews all hiring and promotional monitors for compliance with all rules and regulations prior to final submission.

e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

2008 Hispanic employee summary:	2009 Hispanic employee summary:
8 – Official/Managers	9 – Official/Managers
5 – Professionals	6 – Professionals
2 – Para-Professionals	3 – Para Professionals
1 – Office/Clerical	1 – Office/Clerical
1 – Skilled Craft Worker	1 – Skilled Craft Worker
2008 Spanish-speaking bilingual summary:	2009 Spanish-speaking bilingual summary:
2 – Official/Managers	2 – Official/Managers
4 – Professionals	4 – Professionals
1 – Para-Professional	1 – Para-Professional
1 – Office/Clerical	1 – Office/Clerical

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

During FY08, DCEO hired two (2) highly qualified Latino-Hispanic Male Official/Managers in Cook County. A highly qualified Professional Latino/Hispanic Female in Cook County was hired during this same fiscal period. One Para-Professional Latino/Hispanic Male in Cook County was also hired.

During FY08, DCEO added the utilization of bi-lingual Spanish speaking skill requirements to one Official/Manager position due to translation needs of the office.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

- We encourage all DCEO employees, including our Latino/Hispanic staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latino/Hispanic employees are encouraged to request assistance for friends and family members who are interested in state service, by accessing the new CMS electronic employment system at <http://work.illinois.gov/>. Interested parties should complete a CMS employment or promotional application, and apply for specific state position(s) based upon their educational skills or work experience. Latino/Hispanic applicants with disabilities should contact the DHS Disability Recruitment Program.