

Received by CMS on _____

State Hispanic Employment Plan Survey 2010

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 30th, 2009

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: Illinois Department of Commerce and Economic Opportunity (DCEO)

Name of Individual Completing Survey: Victoria Dawn Benn

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

Individual's Phone Number: 217/524-2779 (Voice) or 217/524-8680 (Fax)

Individual's Mailing Address: Office of Equal Opportunity Monitoring & Compliance (EOMC)
620 East Adams Street, 2nd Floor, Springfield, IL. 62701

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

1. As of June 30, 2009, provide the number of Hispanics employed within each of the following EEOC categories:

___8___ Officials and Managers

___8___ Professionals

___0___ Technicians

___N/A___ Protective Service Workers

___2___ Para-Professionals

___1___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

2. As of June 30, 2009, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___3___ Officials and Managers

___4___ Professionals

___0___ Technicians

___N/A___ Protective Service Workers

___1___ Para-Professionals

___1___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

3. As of June 30, 2009, provide the number of funded positions within each of the following EEOC categories:

___198___ Officials and Managers

___284___ Professionals

___4___ Technicians

___N/A___ Protective Service Workers

___21___ Para-Professionals

___9___ Office and Clerical

___3___ Skilled Craft Workers

___2___ Service-Maintenance

4. As of June 30, 2009, provide total number of agency employees on board; include full-time, part-time and LOA's:

440.0 employees, which includes 2 - Comptroller's Office; 10.0- LOA; and 0 - part-time

5. As of June 30, 2009, provide the underutilization* for Hispanics by category:

___0___ Officials and Managers

___0___ Professionals

___0___ Technicians

___N/A___ Protective Service Workers

___0___ Para-Professionals

___0___ Office and Clerical

___0___ Skilled Craft Workers

___0___ Service-Maintenance

*Please refer to DCEO's FY09 AA Plan, p. 79

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 09 budget allocation for each of these programs:

N/A _____

7. Provide FY09 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?

When DCEO's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in underutilized or utilized areas, the EOMC office immediately sends out a written notice to the Managing Director of Human Resources staff as well as the respective hiring authority reminding them of their EO/AA, Executive Order #15 (1999) and Hispanic Employment Plan obligation to adhere to such laws; and

All staff within the Office of Human Resources as well as DCEO's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS to become aware of any/all legislative mandates affecting the State Hispanic Employment Plan; and

DCEO's Managing Director for Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified Latinas/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 Latinas/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 a Hispanic Employment Recruitment Plan):

The Director places great emphasis on hiring/promoting highly qualified Latina/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.

DCEO's Agency-wide EO Compliance/Education and Training Manager maintains contact with DCEO's Assistant Director Roxanne Nava who in turn maintains an excellent business relationship with the Senior Advisor to the Governor regarding the need for state agency's to increase it's number of highly qualified Hispanics to state service. DCEO also contacted Olga Iniguez, CMS Coordinator, for the Hispanic Employment Plan; Carlos Charneco, EEO Manager at IDHS; Susan Allen, Liaison staff member, at IDHR; And staff from the CMS Diversity Enrichment Program to apprise these employment sources of current vacancies within DCEO as well as our attempts to identify future employment/career fairs which may be scheduled in areas that are predominately located in Latina/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);
Illinois Migrant Council (IMC); and
Employment and training facilities that are identified by our Bureau of Workforce Development that is located in Latina/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 was represented at the following Career/Job Fairs, statewide conferences or meetings:

21st Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, October 10, 2008, Chicago, Illinois.

DCEO participated at the Fall IDHS/IDES Career/Job Fair, October 18, 2008, Springfield, Illinois

On October 29, 2008 DCEO contacted Olga Iniguez, CMS Coordinator, for the Hispanic Employment Plan, requesting her employment expertise to assist the Department in an effort to increase the number of highly qualified protected class applicants.

Annual Collegiate Career Fair at the University of Illinois at Springfield, February 19, 2009.

On March 18, 2009, DCEO participated as a recruiter/exhibitor at the Spring IDHS/IDES Career/Job Fair.

21th Annual Illinois Association of Minorities in Government (IAMG) Conference, April 29th - May 1st, 2009.

DCEO's Agency-wide EO Compliance/Education and Training Manager outreached 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/Recruitment Managers, the Illinois Department of Human Rights and the CMS/DHS Disability Recruitment Program.

The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes.

The Department maintains recruitment files compiled with lists of highly qualified individuals, including Latina/Latino/Hispanic applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified Latina/Latino/Hispanic applicants for state service.

The Office of Human Resources as well as the Office of Equal Opportunity Monitoring & Compliance assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.

DCEO's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal Latina/Latino/Hispanic employees to DCEO management staff for consideration when promotional opportunities arise.

During FY09, the Department hired one (1) well-qualified Hispanic student worker who worked in the DCEO Chicago Office of the Director.

- 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 Agency-wide EO Compliance/Education and Training 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 for Latina/Latino/Hispanic employees so they have an opportunity to take advantage of career advancement opportunities within the Department. DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

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

Per Section 2520.770 (h) of the Human Rights Rules and Regulations this law requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: "No hire or promotion commitment shall be made until the agency EO Manager or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Director or designee shall sign and date the monitor, indicating approval. All staff within DCEO's Office of Human Resources has been made aware of this law when they attend the monthly personnel managers meetings sponsored by CMS.

- 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:

2009 Hispanic employee summary:	2010 Hispanic employee summary:
9 – Official/Managers	8 – Official/Managers
6 – Professionals	8 – Professionals
3 – Para-Professionals	2 – Para Professionals
1 – Office/Clerical	1 – Office/Clerical
1 – Skilled Craft Worker	0 – Skilled Craft Worker
2009 Spanish-speaking bilingual summary:	2010 Spanish-speaking bilingual summary:
2 – Official/Managers	3 – 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.

Regarding increases to the Department's workforce, on 4-1-2009 thirty-four (34) employees from the Illinois Department of Human Services/Office of Energy Assistance transferred to DCEO due to a legislative transfer. Two (2) of those transfers included a highly qualified Latina and a Latino who both work in the Professional EEO job category and are located in our DCEO Chicago Office. Regarding the total number of highly qualified Spanish speaking bilingual Official/Managers, DCEO has three (3) staff members in that EEO job category, though one (1) is on Leave of Absence.

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 Latina/Latino/Hispanic staff, to contact DCEO's Office of Human Resources for position titles associated with the Spanish speaking option. DCEO Latina/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 CMS/DHS Disability Recruitment Program.

Please attach additional sheets as necessary.