

Received by CMS on \_\_\_\_\_

**State African American Employment Plan  
Survey 2011**

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

**DUE:** Friday, October 29th, 2010

**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 Joe Ashcraft, CMS-Personnel at 217-524-1075 or  
[Joseph.Ashcraft@illinois.gov](mailto:Joseph.Ashcraft@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: \_\_217/524-2997 (Voice) or 217/558-6971 (Fax)\_\_\_\_\_

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

Individual's Email

Address: \_\_\_\_\_Victoria.Benn@illinois.gov\_\_\_\_\_

1. As of June 30, 2010, provide the number of African Americans employed within each of the following EEOC categories:

\_\_\_19\_\_\_ Officials and Managers  
\_\_\_33\_\_\_ Professionals  
\_\_\_0\_\_\_ Technicians  
\_\_\_N/A\_\_\_ Protective Service Workers  
\_\_\_5\_\_\_ Para-Professionals  
\_\_\_2\_\_\_ Office and Clerical  
\_\_\_0\_\_\_ Skilled Craft Workers  
\_\_\_0\_\_\_ Service-Maintenance

2. As of June 30, 2010, provide the number of funded positions within each of the following EEOC categories:

\_206\_\_\_ Officials and Managers  
\_278\_\_\_ Professionals  
\_\_4\_\_\_ Technicians  
\_\_N/A\_\_\_ Protective Service Workers  
\_\_10\_\_\_ Para-Professionals  
\_\_18\_\_\_ Office and Clerical  
\_\_1\_\_\_ Skilled Craft Workers  
\_\_2\_\_\_ Service-Maintenance

3. As of June 30, 2010, 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; 11.0 LOA; and 0 – part-time

4. As of June 30, 2010, provide the underutilization for African Americans by category:

\_\_\_0\_\_\_ Officials and Managers

\_\_\_1\_\_\_ Professionals (located in Sangamon County – 084)

\_\_\_0\_\_\_ Technicians

\_\_\_N/A\_\_\_ Protective Service Workers

\_\_\_0\_\_\_ Para-Professionals

\_\_\_0\_\_\_ Office and Clerical

\_\_\_0\_\_\_ Skilled Craft Workers

\_\_\_0\_\_\_ Service-Maintenance

5. Does your agency provide budget allocations for African American Employment Programs? If yes, provide FY 10 budget allocation for these programs:

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

All staff within the Office of Human Resources as well as DCEO's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified African-Americans; and

DCEO's Acting Deputy Director of Human Resources provides periodic updates to the Director regarding DCEO's responsibility to attract, hire or promote highly qualified African-Americans to the workforce; and

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

7. List all agency activities undertaken in implementing the State African American Employment Plan:
  - a) African American employment strategies (recruitment, internships, community linkages, development of a African American Employment Recruitment Plan):

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

DCEO's Deputy Director for the Office of EOMC and the Agency-wide EO Compliance and Education/Training Manager maintain excellent business relations with internal and external recruitment sources such as: local churches; Various Local and State Officials of African-American descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; a Representative from the CMS Chicago Diversity Enrichment Program; A Representative from the Chicago Urban League Workforce Development and Diversity Center; A Representative from the University of Illinois at Chicago Career Placement Division; Malcolm X College Career Center; State agency EEO Managers; the Manager of the CMS Veterans Outreach Program; the Illinois Federation of Business and Professional Women; Blacks in Government; the Executive Director of the Illinois Association of Minorities in Government (IAMG); President of the Illinois Association of Hispanic State Employees (IAHSE) [whereby some of the members voluntarily disclose their bi-racial African-American ancestry]; a Liaison from the Illinois Dept. of Human Rights; Central and Southern Illinois Higher Educational Institutions; the Springfield Urban League; the Springfield NAACP; the Springfield Black Chamber of Commerce; the Illinois Committee on Black Concerns in Higher Education; the Southern Illinois University/Office of Human Resources and the statewide IDES

Employment and Training Centers 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 African-American communities.

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

- Corey Foster, Liaison for African-American Affairs at the Office of the Governor
- The Honorable State Representative La Shawn K. Ford of the 8<sup>th</sup> Legislative District
- Jonathan Lackland, Executive Director, Illinois Association of Minorities in Government (IAMG)
- Martha Lopez, President, Illinois Association of Hispanic State Employees (IAHSE);
- Susan Allen, Compliance Liaison, Illinois Department of Human Rights
- Olga Iniquez, State Coordinator, State Hispanic Employment/Bilingual Plan Survey
- Chris Griffin and Barb McDonald, Managers, CMS Diversity Enrichment Program
- Mac McKelvey, Manager, CMS Veteran's Outreach Program
- Tina Crawley, Chicago Urban League Workforce Development and Diversity Center
- State Agency EEO Managers
- Atty. Archie Lawrence, President, Springfield Chapter of the National Association for the Advancement of Colored People (NAACP)
- Nina Harris, President/CEO, Springfield Urban League
- Geoffrey Obrzut, Chief Executive Officer, Illinois Community College Board (ICCB);
- Debra McCoy, Manager, City of Carbondale/Office of Human Resources
- Jaci DeBrun, Manager, CMS/ SD Program
- Dan Dickerson, Manager, DHS/Disability Recruitment Program
- Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Malcolm X College; Southern Illinois University/Carbondale
- Employment and training facilities that are identified by our Bureau of Workforce Development and located in predominately African-American communities.

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

22<sup>nd</sup> Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference, September 25, 2009, Chicago, Illinois

2010 Springfield Collegiate Career Fair sponsored by the University of Illinois, Benedictine University, Robert Morris University and Lincoln Land Community College, February 18, 2010, Springfield, Illinois

22nd Annual Illinois Association of Minorities in Government (IAMG) State of the State Training Conference, March 4 – 5, 2010, Effingham, Illinois

DCEO was invited and participated at a special event sponsored by the United States Department of Labor (U.S. DOL), Veterans Employment and Training Service (VETS), the Office of Contract Compliance Programs (OFCCP), the State of Illinois Department of Employment Security and the Illinois Chamber of Commerce designed to assist veterans seek employment within the public and private sectors. The event was held at the Illinois National Guard – 183<sup>rd</sup> Air Guard Wing, Springfield, Illinois

State Representative La Shawn K. Ford, 8<sup>th</sup> Legislative District, the Chicago Urban League and the Illinois Department of Central Management Services (CMS) sponsored a Diversity Career Fair at Malcolm X College on June 23, 2010, Chicago, Illinois

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 SD/DHS Disability Recruitment Programs.

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 African-American applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

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

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

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

As a result the Department hired:

**One (1) highly qualified African-American Woman Official/Manager in the DCEO Chicago Office of Urban Assistance**

**One (1) highly qualified African-American Male Professional in the DCEO Chicago Office of Workforce Development**

**One (1) highly qualified African-American Male Professional in the DCEO Chicago Office of Accountability**

**Two (2) highly qualified African-American Male Professionals in the DCEO Chicago Office of Energy Assistance**

**One (1) highly qualified African-American Woman Professional in the DCEO Chicago Office of Energy Assistance**

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

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

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

Per Section 2520.770 (h) of the Human Rights Rules and Regulations this law requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: "No hire or promotion commitment shall be made until the agency EO Manager or designee has reviewed and

signed the monitor indicating approval of the transaction. In all transactions, the agency Director or designee shall sign and date the monitor, indicating approval. All staff within DCEO's Office of Human Resources has been made aware of this law when they attend the monthly personnel managers meetings sponsored by CMS. And the DCEO Office of EOMC reminds HR on a periodic basis of this mandate.

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

N/A \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

<b>2010 African-American employee summary:</b>	<b>2011 African-American employee summary:</b>
17 – Official/Managers	19 – Official/Managers
32 – Professionals	33 – Professionals
5 – Para-Professionals	5 – Para Professionals
3 - Office/Clerical	2 – Office/Clerical
0 – Skilled Craft Worker	0 – Skilled Craft Worker

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

During FY10 the following African-American staff chose to voluntary retire from state service; Three (3) African-American Women Professionals and One (1) African-American Male Professional in Region 1/Cook County. During that same period the Department hired – Two (2) highly qualified African-American Women in the Official/Manager EEO job category located in the DCEO Chicago Office of Urban Assistance and the Foreign Trade Office; One (1) highly qualified African-American Male Professional in the DCEO Chicago Office of Workforce Development, One (1) highly qualified African-American Male Professional in the DCEO Chicago Office of Accountability, Two (2) highly qualified African-American Male Professionals and One (1) highly qualified Woman Professional in the DCEO Chicago Office of Energy Assistance.



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

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

Please attach additional sheets as necessary.