

# ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



## 2019 AFFIRMATIVE ACTION PLAN

*BRUCE RAUNER, GOVERNOR*

*JEFFREY D. MAYS, DIRECTOR*

Prepared by the IDES  
Equal Opportunity / Affirmative Action Office  
Anna LaMacchia D'Ascenzo, EO Manager  
Tina Tiliks, ADA Coordinator  
Stanislav Volkhovsky, Executive I

ILLINOIS DEPARTMENT OF  
**Human Rights**

Bruce Rauner, Governor  
Janice Glenn, Director

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OFFICE OF EQUAL  
OPPORTUNITY/AA

September 7, 2018

Jeffrey Mays  
Director  
Department of Employment Security  
33 South State Street, 10<sup>th</sup> Floor  
Chicago, Illinois 60603

Dear Director Mays:

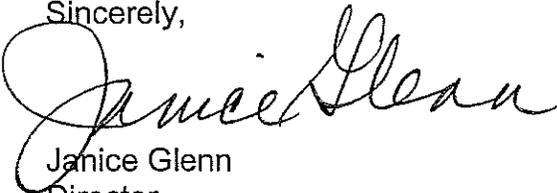
The Department of Human Rights has reviewed your agency's FY'19 Affirmative Action Plan and found that it is in compliance with Section 2520.760 of the Department's Rules and Regulations.

Pursuant to Section 2520.770(c) of the Department's Rules and Regulations, your agency is required to submit quarterly reports for the fiscal year. This information will be used to monitor your agency's affirmative action program to determine if your agency is in compliance with Section 2520.795(a)(2) of the Department's Rules and Regulations.

It is important that the EEO/AA Officer report directly to the director and be an active member of the agency's executive staff. The EEO/AA Officer is responsible for advising management staff and other agency employees of EEO programs, procedures, regulations, reports and the agency's affirmative action plan.

If your agency EEO/AA Officer needs technical assistance in facilitating the implementation of your affirmative action plan, please do not hesitate to contact Chet Pinski at (312) 814-6217, the Liaison person assigned to your agency.

Sincerely,



Janice Glenn  
Director

cc: Mary M. (Betsey) Madden, Chief Legal Counsel, IDHR  
Chet Pinski, Agency Liaison  
Anna D'Ascenzo, Agency EEO/AA Officer

JG/cp/rs

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
AFFIRMATIVE ACTION PLAN FISCAL YEAR 2019**

**TABLE OF CONTENTS**

Explanation of Terms

**SECTION I**

Certification

Equal Employment Opportunity Statement of Policy

Agency Profile

Agency Organizational Chart

EEO Officer - Duties, Responsibilities/Organizational Chart

Internal and External Dissemination

**SECTION II**

Agency Race/Sex Workforce Analysis

Summary of Workforce Transactions

IDES Promotable Categories

Definitions - EEO Job Categories

Summary of Workforce Analysis - All Regions

Illinois Department of Human Rights (IDHR) - Regions 1-10

IDHR Workforce Analysis by Region (DHR-9 AAP)

Availability Percent Worksheets (DHR-5 AAP)

Utilization Analysis Pages (DHR-8 AAP)

Underutilization Summary by Region

Regional Map

IDES Locations Within IDHR Regions

**SECTION III**

Developing Goals and Timetables

Numerical Goals

Program Goals

## **TABLE OF CONTENTS (continued)**

### **SECTION IV**

Discrimination Complaint Process & Form  
    IDES Policy & Procedures Manual Sections 1200 & 1201

### **SECTION V**

Statement of Reasonable Accommodation  
Affirmative Action Programs for Persons with Disabilities  
Labor Force Analysis for People with Disabilities  
Reasonable Accommodation Policy  
    IDES Policy & Procedures Manual Section 1205  
        Accommodation Request Form for Employees (EEO-5)  
        Physician's Medical Review (EEO-7)  
Emergency Evacuation Procedures

### **SECTION VI**

Applicable EEO Laws

### **SECTION VII**

Exit Interview Form Letter  
Exit Questionnaire (DHR-30)  
Monitoring New Hires & Promotions  
    IDES Policy & Procedures Manual Section 1203  
Unlawful Harassment & Unlawful Retaliation  
    IDES Policy & Procedures Manual Section 1202  
IDES Job Titles by EEO Categories

## EXPLANATION OF TERMS

**AA - Affirmative Action** - The Legal concept mandated under [Executive Order 11246](#) which requires an employer to do more than ensure employment neutrality in recruitment, hiring and promotion of qualified individuals in order to overcome the effects of past systemic exclusion and discrimination.

**AAP - Affirmative Action Plan** - A written document which encompasses the EEO policy and all the actions necessary to create a non-discriminatory work environment including the development of numerical goals for established Affirmative Action Groups when underutilization of such groups has been identified.

**AAP - Affirmative Action Program** - A written program, meeting the requirements of 41 CFR Part 60-2, in which an employer annually details the steps it will take to ensure equal employment opportunity.

**Accessibility** - The extent to which a facility is readily approachable and usable by individuals with disabilities.

**ADA** - [The Americans with Disabilities Act](#) of 1990, as amended by ADA Amendments Act of 2008, is intended to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The prohibitions cover the areas of employment, public services, public accommodations and services operated by private entities and telecommunications ([42 USC 12101](#)).

**ADR** - Alternative Dispute Resolution

**Adverse Impact** - A theory of employment discrimination (also referred to as disparate impact, disparate effect, adverse effect) which occurs when an employer's policy or practice, neutral on its face and in its application, has a negative effect on the employment opportunities of Affirmative Action Groups.

**Affirmative Action Groups** - For the development of an Affirmative Action Plan by a state entity this refers to Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, and People with Disabilities.

**Agency** - IDES

**Auxiliary Aids and Services** - Includes qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments, qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments, acquisition or modification of equipment or devices or other similar services and actions ([42 USC 12103](#)).

**Availability Percent** - the percentage of Affirmative Action Groups that can reasonably be expected to be available for employment.

**Chief Executive Officer (CEO)** - The individual ultimately responsible for the operation of an agency. [Agency Director]

**CRC** - U.S. Department of Labor, Civil Rights Center

**DHR** - Department of Human Rights

**Disability** - As used in [Section 2520.700](#) of the Department Rules “disability” means long-lasting impairment of physical, mental, hearing, cognition, ambulation, self care, independent living or other functions. [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 issued [new regulations](#) under this Act.

For purposes of nondiscrimination under the [Human Rights Act, Section 1-103\(l\)](#) a disability is a determinable physical or mental characteristic of a person, including, but not limited to, a determinable physical characteristic which necessitates the person’s use of a guide, hearing or support dog, the history of such characteristic, or the perception of such characteristic by the person complained against, which may result from disease, injury, congenital condition of birth or functional disorder and which characteristic is unrelated to the person’s ability to perform the duties of a particular job or position.

**Disparate Treatment** - A theory of employment discrimination which occurs when an employer treats protected class employees differently than non-protected class employees in similar situations.

**EO** - Equal Opportunity

**EO Officer - Equal Opportunity Officer** - person designated by IDES to serve as manager of the IDES Office of Equal Employment Opportunity/Affirmative Action; to serve as EO Officer for federal compliance and the EEO Officer for state compliance.

**Equal Employment Opportunity (EEO)** - EEO is achieved when all terms and conditions of employment and management decisions are consistently based on job related factors, without regard to, including but not limited to, race, color, disability, national origin, age, religion or sex.

**Equal Employment Opportunity Commission (EEOC)** - DHR’s federal counterpart - the agency which implements the [Civil Rights Act of 1964](#) and other statutes.

**EEO Job Categories** - Officials/Administrators, Professionals, Technicians, Para-Professionals, Administrative Support and Service/Maintenance.

**IDES** - Illinois Department of Employment Security

**Intermittent** - Intermittent classification is utilized exclusively by the Department of Employment Security under written conditions of employment agreed to by the Directors of Employment Security and Central Management Services. The conditions of employment set out for the intermittent class is different, in that employment depends upon **nonstandard fluctuating workload** for Hearings Referees' and **workload** for ES Program Representative, and may not exceed 1500 hours a year to satisfy the definition for included positions; a year is identified as October 1 through September 30.

**Labor Force** - All persons, 16 years of age or older, who are either employed or unemployed.

**Mediation** - is a form of dispute resolution where parties to complaint meet in an informal atmosphere with an impartial mediator to discuss issues and options to close the complaint and avoid a lengthy and possibly expensive investigation.

**Numerical Goal** - Means the number of members of an affirmative action group which has been determined to be necessary to bring an agency to parity.

**Parity** - Achieved when availability and utilization are equal.

**Protected Class** - Various groups of people protected under the [Human Rights Act](#).

**Program Goal** - Program goal is an agency's fiscal year strategy to address EEO problem areas or to enhance its affirmative action program through recruitment or training efforts, or other specialized programs.

**Reasonable Accommodation** - Upon request IDES will provide or allow reasonable accommodation to the known disabilities of qualified IDES employees, job applicants and clients unless a reasonable accommodation will impose an undue hardship on IDES operations. An individual must request reasonable accommodation and establish he or she has a qualifying physical or mental disability. Then, if a reasonable accommodation will not impose an undue hardship, IDES will provide or allow a reasonable accommodation that will enable a qualified disabled employee to perform the essential functions of his or her job, a qualified disabled job applicant to participate in the hiring process, or a qualified disabled client to participate in and enjoy the benefits of IDES programs, services and activities.

A reasonable accommodation can be a modification to the work site, work process and/or work schedule to enable a person with a disability to perform essential job duties.

**Region** - Refers to locations of IDES offices within any one of the 10 Illinois Department of Human Rights Regions as identified by the Procedures of the Department of Human Rights, [Section 2520 Appendix D](#) of the Illinois Administrative Code.

**Rehabilitation Act** - The [Rehabilitation Act of 1973](#) is an act designed to develop and implement comprehensive and continuing state plans for providing vocational rehabilitation services for the benefit of handicapped individuals so that they may prepare for and engage in gainful employment. [Section 503](#) of the act requires any contract entered into by any federal department or agency for procurement of personal property and non-personal services to contain a provision requiring any party carrying out such contract to take an affirmative action to employ and advance in employment qualified handicapped individuals. [Section 504](#) of the Rehabilitation Act prohibits any program or activity receiving federal financial assistance from excluding participation, denying the benefits of or otherwise discriminating against an otherwise qualified handicapped individual solely because the individual is handicapped.

**Underutilization** - The number of additional persons in a particular Affirmative Action Group which is necessary to achieve parity with the availability of that group in the labor force.

**TDD / TTY - Telecommunications Device for the Deaf** - A machine that employs graphic communication in the transmission of coded signals through a wire or radio communication system. ([47 USC §225](#)).

**Workforce** - Current number of employees in the agency.

## **SECTION I**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION

AGENCY: Illinois Department of Employment Security  
ADDRESS: 33 South State Street, Chicago, Illinois 60603

TELEPHONE NUMBER: 312/793-5022

CHIEF EXECUTIVE OFFICER/AGENCY DIRECTOR: Jeffrey D. Mays

EO/AA OFFICER: Anna L. D'Ascenzo, EO Officer  
Office of Equal Employment Opportunity/AA

ADDRESS: 33 South State Street 10<sup>th</sup> Fl.-Mezzanine, Chicago, Illinois 60603

TELEPHONE NUMBERS: VOICE 312/793-9290  
TTY/NEXTALK 888/340-1007 (For the Deaf or Hearing/Speech Impaired)

FAX 312/793-0302

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

Signature:

Jeffrey D. Mays August 7, 2018  
Chief Executive Officer/Director Date

Anna L. D'Ascenzo Aug. 7, 2018  
Equal Opportunity Officer Date

## ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

### EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY STATEMENT

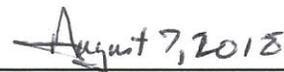
The Illinois Department of Employment Security (“IDES”) maintains a positive and determined commitment to equal employment opportunity and affirmative action in accord with the mandates of the Illinois Human Rights Act. In accord with these mandates and those of corollary federal laws, IDES employment decisions, including decisions regarding recruitment, hiring, training, promotion, layoff, and the awarding of benefits, are made without regard to an individual’s race, color, religion, sex, sexual orientation, national origin/ancestry, citizenship status, disability, age, marital status, arrest record, military status, veteran status, or unfavorable (other than dishonorable) discharge from military service. Under additional federal mandates, IDES employment decisions are made without regard to an individual’s affiliation or belief. It is the policy of IDES to comply with all applicable federal and state laws, regulations, court orders, executive orders, and administrative orders that address unlawful discrimination in employment. IDES strictly prohibits unlawful discrimination in all aspects of its employment practices.

In accord with the mandates of the Illinois Human Rights Act, IDES is committed to undertaking affirmative action to correct underutilization of minorities and females in all levels of IDES employment, and to increase the number of individuals with disabilities in IDES as a whole. The IDES Affirmative Action Plan is a detailed, results-oriented set of procedures and processes designed to support and reaffirm this policy. The support of and commitment to implementing the IDES Affirmative Action Plan is expected of all IDES executive, managerial, and supervisory staff.

IDES is committed to a work environment free of sexual harassment and any other forms of unlawful harassment. IDES policies make clear that all IDES employees are strictly prohibited from sexually harassing their fellow workers.

IDES employees who believe that they have been subjected to unlawful discrimination or harassment may file a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action. It is the strict policy of IDES that no IDES employee shall be subjected to any form of retaliation for filing a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action, or with any outside agency or tribunal.

I expressly endorse the IDES Affirmative Action Plan as that of my administration, and fully support its implementation throughout IDES at every IDES workplace.



Jeffrey D. Mays

DIRECTOR/ CHIEF EXECUTIVE OFFICER

DATE

## **AGENCY PROFILE**

## **AGENCY PROFILE MANAGEMENT AND ORGANIZATION**

The Illinois Unemployment Insurance Act and the federal Wagner-Peyser Act authorize the administration of the the Unemployment Insurance, Employment Service and Labor Market Information programs. Through its administration of these programs the Illinois Department of Employment Security (IDES) plays a central role in improving Illinois' economic environment and the prosperity of its people. IDES is a cabinet-level State government agency under the leadership of a Director, who is responsible for both general policy and day-to-day agency management. The **Offices of the Director and Administration** include: **Equal Employment Opportunity/Affirmative Action, Internal Audit, Economic Info and Analysis, Human Resources, General Services, Procurement and Labor Relations.**

### **UNEMPLOYMENT INSURANCE (UI) SECTION**

IDES administers the State's Unemployment Insurance Benefits Program to ensure that eligible individuals receive unemployment benefits to which they are entitled. This employer funded program provides temporary income replacement for individuals who are out of work through no fault of their own. It is a state-operated insurance program designed to partially replace lost wages when persons are temporarily or permanently out of work or if they work less than full time due to a lack of work. The program ensures that if they meet the eligibility requirements, they will receive monetary assistance while looking for work for up to a maximum of 26 weeks during a one year period. Unemployment Insurance does not protect an individual against lost wages while absent from work due to illness or while idle by choice. The Unemployment Insurance program is efficiently and effectively administered to prevent the negative effects of economic downturns on businesses and the unemployed. The agency also protects the taxpayer against waste, fraud and abuse.

### **EMPLOYMENT SERVICES**

IDES provides employment services to all Illinoisans through easily accessible technology and coordinated efforts with other service providers within a statewide network of American Job Centers (AJC). The agency is committed to connecting Illinois' workforce to the education, training and jobs required to strengthen the economy in Illinois. The employment service program improves the prospects of connecting a qualified jobseeker with an employment, educational or training opportunity through Illinois JobLink. These connections are developed and maintained through active employer outreach and engagement with jobseekers. [IllinoisJobLink.com](http://IllinoisJobLink.com) is the state's no-cost Internet-based online job search tool that features current job openings, both regionally and nationally. [IllinoisJobLink.com](http://IllinoisJobLink.com) is available 24 hours a day, 7 days a week. Through [IllinoisJobLink.com](http://IllinoisJobLink.com), jobseekers and employers are free to browse each other's listings, make contact, and arrange job interviews. Illinois JobLink also includes useful links to resources such as skills certification and training programs.

## **BUSINESS SERVICES**

Business Services ensures consistency and compliance of the employment service programs delivered to employers, and additionally encompasses employer outreach, veteran outreach and career guidance to veterans with special barriers. Business Services provides personal outreach and education to the employer community, their industry associations, chambers of commerce, economic groups, community-based organizations, and other employing entities. The Business Services team conducts employer workshops, educates employers on services offered by IDES and other partner programs, markets IllinoisJobLink.com to employers, refers qualified candidates for job interviews, assists Veterans with barriers on employment, services the migrant community, and works with the apprenticeship program and the Work Opportunity Tax Credit Program (WOTC).

## **LEGAL SERVICES**

Legal Services oversees the areas of the agency which are responsible for a variety of legal services. Reporting to this bureau are Legal Counsel staff and two Divisions. **Appeals**, which affords employers and claimants, dissatisfied with the Department's decisions in regard to Unemployment Insurance (UI) benefits or taxes, an opportunity to seek a more acceptable decision, and the **Board of Review**, which offers claimants and employers a second opportunity to appeal a decision on UI benefits.

## **Revenue Division**

The Revenue Division determines employer liability and the rate at which liable employers will pay contributions (revenue), collects UI taxes from employers, maintains employer accounts and resolves revenue-related issues. The Revenue Division works directly with employers regarding the payment and collection of their Unemployment Insurance contributions. The Revenue Division recently implemented the GenTax software solution, which gives Illinois employers the ability to use the online My Tax Illinois website for all of their Unemployment Insurance tax process needs.

## **Economic Info and Analysis**

Under Illinois' WIOA Implementation Plan, IDES was designated as the state's primary provider of employment statistics; and, as such, it develops and maintains the most comprehensive labor market and career information programs in the state. The Department's statistical databases contain data it collects from IDES' own UI and ES systems, from the four statistical programs it administers for the U.S. Department of Labor (USDOL) and from a variety of secondary sources such as the decennial census. IDES analyzes and publishes this information for use by employers, job seekers, career counselors, government agencies, educators, and economic developers and draws on the data to conduct its own research on special projects and initiatives which provide current and projected data on labor force, employment trends, and other economic information.

These brief descriptions of IDES' core programs are further expanded upon in the subsequent sections of this plan. Additional program information and access to services are available at IDES offices and on the IDES Website at <http://www.ides.illinois.gov>

IDES provides Unemployment Insurance (UI), and Wagner-Peyser services (which includes Employment Services, Business Services, and Labor Market Information) in-person, online and over the telephone throughout the state.

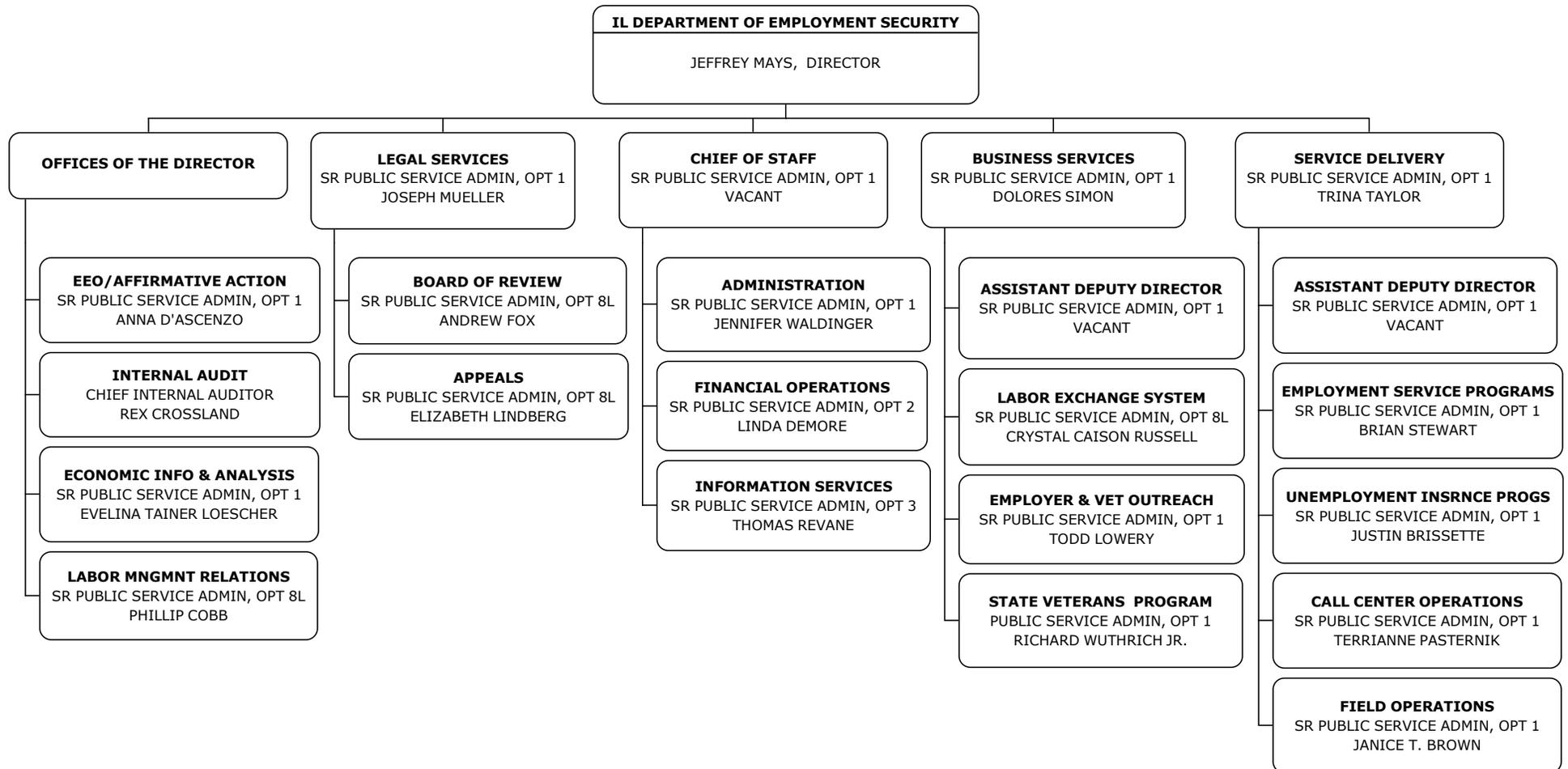
The Workforce Innovation and Opportunity Act (WIOA) which was enacted July 2014 supersedes the Workforce Investment Act (WIA) of 1998. WIOA places emphasis on an integrated workforce investment system, as manifested by the One-Stop Center design. One-Stop Centers are now known as American Job Centers (AJC). American Job Centers are the universal point of access to all workforce investment programs and related activities. Today, IDES-administered programs are primarily delivered in the American Job Centers, in cooperation with partner agencies. The network of American Job Centers throughout the state provides, in one place, seamless access to many of the workforce services and products that individual clients may require.

IDES provides and disseminates a vast array of UI, workforce and career information, including the Illinois Career Information System, annual occupational wage data, and monthly reports on industry employment and unemployment rates for the State of Illinois, individual counties and large municipalities. Information is available online at [www.ILWorkinfo.com](http://www.ILWorkinfo.com), or in print by request. Special programs also serve Illinois veterans, women, dislocated workers, the underemployed, the economically disadvantaged and formerly incarcerated.

IDES' UI, ES and BS programs are administered by staff at 5 Regional Offices, 19 Local Offices, and 16 Job Centers. Within several of the office locations there are 2 Call Centers (Claimant Service Centers), 3 Processing Centers, and 1 Integrity Unit, as well as the Director's Office in Springfield and a Central Office in Chicago. Staff total includes intermittent employees; however, for reporting purposes, intermittent positions are excluded from all calculations for Availability Percentages, Utilization Analysis, and Workforce Underutilization Summary by IDHR Region.

There are no "specific EEO/AA problems and needs"; however, all areas of operation and administration are reviewed, revised and streamlined under the direction of the Agency Director.

# ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



IDES Office of Equal Opportunity  
Equal Opportunity Officer

[Section 2520.780\(a\)](#) of the Department of Human Rights Rules and Regulations requires that agencies, employing 1,000 or more employees, must have a full-time EEO/AA Officer (“EEO Officer”) who will report directly to the agency’s Chief Executive Officer and will be on the Chief Executive Officer’s administrative staff.

[29 CFR Part 38](#) implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998; Final Rule requires that “recipients of Federal financial assistance” that administer State Employment Service and State unemployment compensation, and are part of the “One-Stop delivery system” must designate an Equal Opportunity Officer (“EO Officer”). The designated person should be a senior-level employee of the recipient, reports to the Director and be on the Director’s administrative staff. On July 22, 2014, the President signed the Workforce Innovation and Opportunity Act (WIOA). In general, WIOA took effect in July 2014, and supersedes WIA. Section 188 of WIOA contains provisions identical to those in Section 188 of WIA.

The person assigned the responsibility of discharging the Equal Employment Opportunity/Affirmative Action (EEO/AA) function under the provisions of Human Rights Rules and Regulations, and the responsibilities for coordinating the recipient’s obligations under [29 CFR Part 38](#) should be identified by name, position title, location and telephone number (voice and TTY), through internal and external communications.

The person designated as the “EEO/AA” Officer and the “EO” Officer is Anna L. D’Ascenzo. Her duties and responsibilities are combined into one function as the Equal Opportunity (“EO”) Officer in accordance with State and Federal statutes, rules, regulations, laws, administrative orders, executive orders and other provisions relating to equal opportunity and nondiscrimination. Ms. D’Ascenzo’s business address is as follows:

Manager/EO Officer  
Office of Equal Opportunity/Affirmative Action  
Illinois Department of Employment Security  
33 South State Street - 10<sup>th</sup> Fl. Mezzanine  
Chicago, Illinois 60603  
312/793-9290 - Voice  
888/340-1007 - TDD/NEXTALK  
312/793-0302 - Fax  
E-mail: [Anna.Dascenzo@illinois.gov](mailto:Anna.Dascenzo@illinois.gov)

The duties of the EO Officer will include, but are not limited to those delineated in the Human Rights Rules and Act under [Section 2520.780\(a\)](#), the following:

## Equal (Employment) Opportunity Officer (continued)

To develop the agency's Affirmative Action Plan, goals and objectives;

To assist in identifying and solving EEO problems;

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;

To serve as liaison between the agency and EEO enforcement authorities;

To inform management of developments in the EEO field;

To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal opportunity;

To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;

To advise managers and supervisors if employment practices comply with the Act;

To report to the Department all internal and external complaints of discrimination against the agency;

To assist in the investigation of internal and external complaints of discrimination as specified in [Section 2520.790\(a & b\)](#) of these regulations;

At the request of the agency's Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of actions taken;

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;

To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women or the disabled;

If the agency is in noncompliance, as described in [Section 2520.795](#), to work with Central Management Services to develop programs to train staff in hiring and promotional practices, and to notify the Department of such training.

## Equal (Employment) Opportunity Officer (continued)

The EO/AA Officer's duties should also include:

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\(i\)](#)];

Evaluating tests, employment policies and practices and reporting to the agency Chief Executive Officer any such policies, practices and evaluation mechanisms, which have adverse impact on minorities, women, and the disabled. The agency's EO Officer will also assist in the recruitment of minorities, women and people with disabilities;

Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, national origin/ancestry, age, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, and people with disabilities.

When any agency employee complains of employment discrimination against the agency through a grievance under the Personnel Code, a collective bargaining agreement or an internal agency grievance mechanism, the agency's EO Officer will be notified of the grievance not later than at the time it reaches the level of the agency's Chief Executive Officer. The EO Officer will attend the grievance hearing at that level either as the hearing officer or as a consultant to the hearing officer. If serving as a consultant to the hearing officer, the EO Officer will provide a written recommendation to the hearing officer regarding the disposition of the grievance within the timeframe applicable under the grievance mechanism, and the hearing officer will consider the recommendation in determining the merits of the grievance.

When a charge or complaint alleging employment discrimination against the agency is filed with the Department of Human Rights, the U.S. Equal Employment Opportunity Commission or any other government agency, the agency will provide a copy of the charge or complaint to the agency's EO Officer immediately upon being served. The EO Officer will then promptly conduct a preliminary investigation, and make a recommendation to the agency's Chief Executive Officer concerning resolution of the complaint. The EO Officer will also participate in any conferences or hearings convened by the enforcement agency with which the charge or complaint is filed, and make recommendations to the agency's Chief Executive Officer or designee for disposition of the matter.

Under [29 CFR Part 38.29](#), the duties are:

Responsible for coordinating recipient's obligations under this part:

Liaison with Civil Rights Center (CRC),

Monitoring and investigating the recipient's activities,

Assure that the recipient and its sub recipients are not violating their nondiscrimination and equal opportunity obligations under WIOA,

Review the recipient's written policies to make sure that those policies are nondiscriminatory,

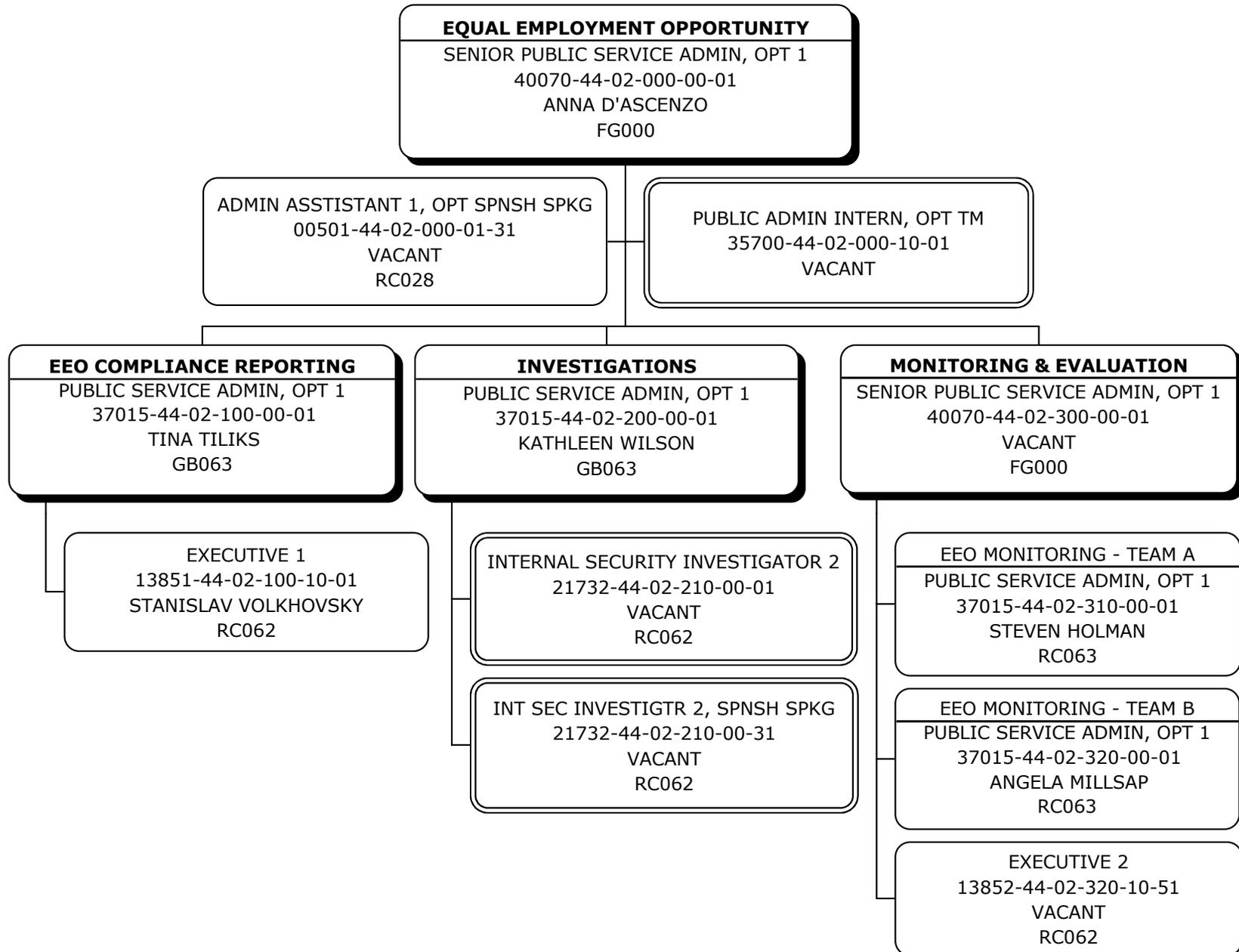
Develop and publish the procedures for processing discrimination complaints,

Conduct outreach and education about equal opportunity and nondiscrimination requirements consistent with §38.40.

***Additional responsibilities include:***

Serves as the 504/ADA Coordinator. Recommends and formulates the EO, Rehabilitation and ADA policy of the Agency for approval by the Director in accordance with State and Federal equal employment, rehabilitation and ADA laws, regulation and policy.

# EQUAL EMPLOYMENT OPPORTUNITY



## **INTERNAL AND EXTERNAL DISSEMINATION**

The efficacy of the affirmative action program of the Department rests upon the full understanding and awareness of the policy commitment to equal employment opportunity by the employees and applicants for employment within the Department.

### **INTERNAL DISSEMINATION**

A summary of the equal employment opportunity rights of all employees is included within the IDES Employee Guidebook and Code of Ethics.

Equal Employment Opportunity/Affirmative Action Statement of Policy, EO Discrimination Complaint Processing Procedures, as well as all other EO Procedures have been made available to all employees, as Policies and Procedures, Section 1200 through 1207 in hard copy and on-line.

Section 504 and ADA Policy Statements for Employment Practices and Program Accessibility have been issued to Department employees and the Affirmative Action Plan is available for employee review in the IDES Office of Equal Employment Opportunity/Affirmative Action, IDES Library, regional offices, in local offices, IETC offices, Chicago Central Office, Director's office in Springfield and other IDES facilities.

The *Equal Opportunity Is The Law* notice shall be permanently posted on all boards in IDES regional and local offices. This notice is also published online at [https://illinoisjoblink.illinois.gov/ada/mn\\_eeo\\_dsp.cfm](https://illinoisjoblink.illinois.gov/ada/mn_eeo_dsp.cfm) .

The Affirmative Action Plan shall be disseminated to all managerial personnel via online copies.

A notice shall be provided indicating the availability of the Affirmative Action plan for employee review through management, IDES library and the EO Officer; via IDES intranet.

The Equal Employment Opportunity Policy Statement and discrimination complaint process is incorporated within Department orientation training of new employees.

### **EXTERNAL DISSEMINATION**

The Policy Statement shall be included in correspondence directed to special interest groups, community organizations and recruitment sources for minorities, women and individuals with disabilities.

Where appropriate, the Policy Statement shall be included in agency publications designed for external distribution.

## **EXTERNAL DISSEMINATION** (continued)

The Department shall include the Section 504 and ADA Notice Requirement in all major agency publications designed for external distribution.

In addition, portions of the Department of Employment Security Affirmative Action Plan, including the Statement of Policy, Program Objectives, and the Discrimination Complaint Investigation Process, shall be available to prime sponsors, subcontractors and vendors as well as to community organizations, minority and female advocacy groups, and educational institutions with whom the Department has entered into cooperative agreements, or has use for recruitment and referral purposes.

A copy of the Affirmative Action Plan shall be submitted to the Illinois State Legislature.

Two copies of the Affirmative Action Plan and an electronic version of the Plan shall be submitted to the Illinois State Library Acquisitions Division, Illinois Document Division.

Copies of the Affirmative Action Plan in both hard copy and electronic versions shall be available to State and Federal regulatory agencies.

## SECTION II

## **IDES PROMOTABLE CATEGORIES**

# ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

## PROMOTABLE CATEGORIES

The following lists the promotable categories and the promotable patterns of the Illinois Department of Employment Security.

### Officials/Administrators

Professionals  
Technicians

### Professionals

Technicians  
Paraprofessional  
Administrative Support

### Technicians

Paraprofessional  
Administrative Support

### Paraprofessional

Administrative Support

### Administrative Support

### Service/Maintenance

## Definitions of EEO Job Categories

1. **\*Officials and Administrators** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the Agency's operation, or provide specialized consultation on a regional, district or area basis. **Includes:** *department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.*
2. **\*Professionals** - Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. **Includes:** *personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.*
3. **\*Technicians** - Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. **Includes:** *computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.*
4. **Protective Service Workers** - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. **Includes:** *police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.*
5. **\*Para-Professionals** - Occupations in which workers perform some of the duties of a professional or technician in supportive roles, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** *library assistants, research assistants, medical aids, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.*
6. **\*Administrative Support (Including Clerical and Sales)** - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** *bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine operators and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.*
7. **Skilled Craft Workers** - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. **Includes:** *mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors, and typesetters and kindred workers.*
8. **\*Service Maintenance** - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. **Includes:** *chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners, and groundskeepers, refuse collectors, construction laborers.*

[Source: Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies; March, 2016]

\* All IDES positions fall within these categories.

## Workforce Analysis by Region

Agency: ILLINOIS DEPT OF EMPLOYMENT SECURITY

Reporting Period: **07/01/17 - 06/30/18**

Region: **All Regions**

**Annual FY: 2018**

EEO Category	Grand Total	MALES									FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	
Officials / Administrators	224	115	71	23	14	7	0	0	11	109	52	39	12	6	0	0	14	51.3%	48.7%	54.9%	27.7%	11.6%	5.8%	0.0%	0.0%	11.2%	
Professionals	871	338	185	80	53	19	1	0	38	533	228	173	112	20	0	0	78	38.8%	61.2%	47.4%	29.0%	18.9%	4.5%	0.1%	0.0%	13.3%	
Technicians	10	8	1	5	1	1	0	0	1	2	1	0	1	0	0	0	0	80.0%	20.0%	20.0%	50.0%	20.0%	10.0%	0.0%	0.0%	10.0%	
Para-Professionals	34	21	12	2	6	1	0	0	4	13	6	6	1	0	0	0	2	61.8%	38.2%	52.9%	23.5%	20.6%	2.9%	0.0%	0.0%	17.6%	
Administrative Support	20	6	1	5	0	0	0	0	0	14	4	7	3	0	0	0	2	30.0%	70.0%	25.0%	60.0%	15.0%	0.0%	0.0%	0.0%	10.0%	
Service / Maintenance	1	1	0	1	0	0	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%	0.0%	
<b>TOTAL</b>	<b>1,160</b>	<b>489</b>	<b>270</b>	<b>116</b>	<b>74</b>	<b>28</b>	<b>1</b>	<b>0</b>	<b>54</b>	<b>671</b>	<b>291</b>	<b>225</b>	<b>129</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>42.2%</b>	<b>57.8%</b>	<b>48.4%</b>	<b>29.4%</b>	<b>17.5%</b>	<b>4.7%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>12.9%</b>	

<b>Grand Total Employees Agency Wide*:</b>	Male: 489 42.2%	Female: 671 57.8%	Total Minorities: 599 51.64%
White: 561 48.4%	Black/Afr Am: 341 29.4%	Hispanic/Latino: 203 17.5%	Asian: 54 4.7%
	AI/AN: 1 0.1%	NHOPI: 0 0.0%	PWD: 150 12.9%

\* The total count does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

# **AGENCY RACE/SEX WORKFORCE ANALYSIS**

## AGENCY RACE/SEX WORKFORCE ANALYSIS

The Illinois Department of Employment Security (IDES) is committed to equal opportunity in all phases of its operations and to effectuate an aggressive affirmative action program. These commitments are reflected in the internal policies which govern the agency procedures and practices with regard to its employees and clients. The full text of each of these policies which directly impact on the implementation of equal opportunity/affirmative action in this agency may be found in the appendix of this Affirmative Action Plan.

EEO job categories as defined by the Department of Human Rights are: Officials and Administrators, Professionals, Technicians, Para-Professionals, Administrative Support, and Service Maintenance.

For reporting period ending June 30, 2018, IDES programs are administered by 1,160 **full time** employees in six of the eight EEO job categories throughout the state. The detailed breakdown of the full-time agency workforce is as follows:

<b>FULL-TIME EMPLOYEES AS OF 6/30/18</b>		
	<b>Number</b>	<b>Percentage</b>
<b>Total</b>	<b>1,160</b>	<b>100%</b>
Females	<b>671</b>	<b>58%</b>
African Americans	<b>341</b>	<b>29%</b>
Hispanics/ Latinos	<b>203</b>	<b>18%</b>
Asians	<b>54</b>	<b>5%</b>
American Indians/ Alaska Natives	<b>1</b>	<b>0%</b>
Native Hawaiians or Other Pacific Islanders	<b>0</b>	<b>0%</b>
Employees with Disabilities	<b>150</b>	<b>13%</b>

Intermittent Employees <i>(not included)</i>	<b>19</b>	<b>2%</b>
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Intermittent employees who could work up to fifteen hundred hours during a Federal calendar year (Oct 1, previous year - September 30, current year) were not included in the analysis.

## Agency Race/Sex Workforce Analysis (Continued)

The Department maintains offices and employs workers in each of the ten IDHR regions; 789 (68%) are located in Region 1 (the Chicago metropolitan area).

The six categories used by IDES are: Officials/Administrators, Professionals, Technicians, Para-Professionals, Administrative Support and Service Maintenance.

<b>PERCENTAGE OF MINORITY &amp; FEMALE FULL-TIME EMPLOYEES BY EEO CATEGORIES AS OF 6/30/18</b>						
	Officials/ Administrators	Professionals	Technicians	Para professional	Admin. Support	Service/ Maintenance
Total	<b>19.3%</b>	<b>75.1%</b>	<b>0.9%</b>	<b>2.9%</b>	<b>1.7%</b>	<b>0.1%</b>
Females	<b>48.7%</b>	<b>61.2%</b>	<b>20.0%</b>	<b>38.2%</b>	<b>70.0%</b>	<b>0</b>
African Americans	<b>27.7%</b>	<b>29.0%</b>	<b>50.0%</b>	<b>23.5%</b>	<b>60.0%</b>	<b>100%</b>
Hispanics/ Latinos	<b>11.6%</b>	<b>18.9%</b>	<b>20.0%</b>	<b>20.6%</b>	<b>15.0%</b>	<b>0</b>
Asians	<b>5.8%</b>	<b>4.5%</b>	<b>10.0%</b>	<b>2.9%</b>	<b>0</b>	<b>0</b>
American Indians/ Alaska Natives	<b>0</b>	<b>0.2%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Native Hawaiians or Other Pacific Islanders	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The following pages are summaries of the agency workforce by race and sex at the beginning of Fiscal Year 2018 (July 1, 2017). In addition, this section includes the Availability Percentage worksheets and Utilization Analysis pages for each region for each affirmative action group in each EEO job category upon which the numerical affirmative action goals for this agency in FY 2018 are based.

## **WORKFORCE TRANSACTIONS**

# TRANSACTIONS DEFINITIONS

For purposes of preparing this report, the following definitions should be used:

**New Hire:** This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. (These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems).

**Promotion:** These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

**Intra-Agency Transfer:** These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

**Suspension:** These transactions involve a temporary removal from payroll for disciplinary reasons.

**Separation:** These transactions involve an employee who voluntarily leaves state service.

**Discharge:** This occurs when an employee is terminated for cause.

**Lay Off:** These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

**Demotion:** These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

**Reduction:** These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

**Reinstatement:** These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

**Reemployment:** These transactions occur when a certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

**Upward Reallocation:** These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

**Downward Reallocation:** These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

## Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: GRAND TOTAL

Annual FY: 2018

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	162	61	30	14	14	3	0	0	4	101	55	27	17	2	0	0	1	37.7%	62.3%	52.5%	25.3%	19.1%	3.1%	0.0%	0.0%	3.1%
Promotions	87	41	26	10	4	1	0	0	4	46	21	19	6	0	0	3	47.1%	52.9%	54.0%	33.3%	11.5%	1.1%	0.0%	0.0%	8.0%	
Intra-Agency Transfers	39	15	11	1	2	0	1	0	0	24	6	8	9	1	0	2	38.5%	61.5%	43.6%	23.1%	28.2%	2.6%	2.6%	0.0%	5.1%	
Suspensions	21	11	4	5	2	0	0	0	1	10	4	5	1	0	0	3	52.4%	47.6%	38.1%	47.6%	14.3%	0.0%	0.0%	0.0%	19.0%	
Separations	112	56	40	7	5	4	0	0	9	56	27	19	5	4	1	7	50.0%	50.0%	59.8%	23.2%	8.9%	7.1%	0.9%	0.0%	14.3%	
Discharges	5	4	2	1	1	0	0	0	1	1	1	0	0	0	0	0	80.0%	20.0%	60.0%	20.0%	20.0%	0.0%	0.0%	0.0%	20.0%	
Layoff	0	0	0	0	0	0	0	0	0	0	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%	0.0%	0.0%	
Reductions	14	7	5	0	2	0	0	0	1	7	1	2	4	0	0	2	50.0%	50.0%	42.9%	14.3%	42.9%	0.0%	0.0%	0.0%	21.4%	
Reinstatements	17	8	5	0	2	1	0	0	0	9	4	3	2	0	0	1	47.1%	52.9%	52.9%	17.6%	23.5%	5.9%	0.0%	0.0%	5.9%	
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%	0.0%	0.0%	
Upward Allocations	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

## Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: OFFICIALS/ADMINISTRATORS

Annual FY: 2018

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	5	4	1	3	0	0	0	0	0	1	0	0	0	1	0	0	0	80.0%	20.0%	20.0%	60.0%	0.0%	20.0%	0.0%	0.0%	0.0%
Promotions	24	12	8	3	1	0	0	0	0	12	9	3	0	0	0	0	0	50.0%	50.0%	70.8%	25.0%	4.2%	0.0%	0.0%	0.0%	0.0%
Intra-Agency Transfers	8	5	4	0	1	0	0	0	0	3	0	2	0	1	0	0	1	62.5%	37.5%	50.0%	25.0%	12.5%	12.5%	0.0%	0.0%	12.5%
Suspensions	3	2	0	0	2	0	0	0	0	1	0	1	0	0	0	0	0	66.7%	33.3%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%
Separations	25	17	13	2	2	0	0	0	3	8	3	3	1	1	0	0	1	68.0%	32.0%	64.0%	20.0%	12.0%	4.0%	0.0%	0.0%	16.0%
Discharges	1	1	1	0	0	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%	0.0%
Layoff	0	0	0	0	0	0	0	0	0	0	0	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%	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%	0.0%	0.0%
Reinstatements	4	3	3	0	0	0	0	0	0	1	0	1	0	0	0	0	1	75.0%	25.0%	75.0%	25.0%	0.0%	0.0%	0.0%	0.0%	25.0%
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%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

### Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: PROFESSIONALS

Annual **FY: 2018**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	149	53	28	10	12	3	0	0	4	96	52	26	17	1	0	0	1	35.6%	64.4%	53.7%	24.2%	19.5%	2.7%	0.0%	0.0%	3.4%
Promotions	61	28	18	7	3	0	0	0	4	33	12	15	6	0	0	0	3	45.9%	54.1%	49.2%	36.1%	14.8%	0.0%	0.0%	0.0%	11.5%
Intra-Agency Transfers	31	10	7	1	1	0	1	0	0	21	6	6	9	0	0	0	1	32.3%	67.7%	41.9%	22.6%	32.3%	0.0%	3.2%	0.0%	3.2%
Suspensions	18	9	4	5	0	0	0	0	1	9	4	4	1	0	0	0	3	50.0%	50.0%	44.4%	50.0%	5.6%	0.0%	0.0%	0.0%	22.2%
Separations	77	34	24	3	3	4	0	0	5	43	22	13	4	3	1	0	6	44.2%	55.8%	59.7%	20.8%	9.1%	9.1%	1.3%	0.0%	14.3%
Discharges	4	3	1	1	1	0	0	0	1	1	1	0	0	0	0	0	0	75.0%	25.0%	50.0%	25.0%	25.0%	0.0%	0.0%	0.0%	25.0%
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%	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%	0.0%	0.0%
Reductions	13	6	5	0	1	0	0	0	1	7	1	2	4	0	0	0	2	46.2%	53.8%	46.2%	15.4%	38.5%	0.0%	0.0%	0.0%	23.1%
Reinstatements	11	4	2	0	1	1	0	0	0	7	3	2	2	0	0	0	0	36.4%	63.6%	45.5%	18.2%	27.3%	9.1%	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%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

### Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: TECHNICIANS

Annual **FY: 2018**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES								
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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%	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%	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%	0.0%	0.0%	0.0%
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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%	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%	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%	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%	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%	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%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

This report does not include Intermittent employees.

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### Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: PARA-PROFESSIONALS

Annual **FY: 2018**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	5	3	1	0	2	0	0	0	0	2	2	0	0	0	0	0	0	60.0%	40.0%	60.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%
Promotions	2	1	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	50.0%	50.0%	0.0%	50.0%	0.0%	50.0%	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%	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%	0.0%	0.0%
Separations	9	5	3	2	0	0	0	0	1	4	2	2	0	0	0	0	0	55.6%	44.4%	55.6%	44.4%	0.0%	0.0%	0.0%	0.0%	11.1%
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%	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%	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%	0.0%	0.0%
Reductions	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Reinstatements	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	50.0%	50.0%	50.0%	0.0%	50.0%	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%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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### Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: ADMINISTRATIVE SUPPORT

Annual FY: 2018

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES								
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	3	1	0	1	0	0	0	0	0	0	2	1	1	0	0	0	0	0	33.3%	66.7%	33.3%	66.7%	0.0%	0.0%	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%	0.0%	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%	0.0%	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%	0.0%	0.0%	0.0%
Separations	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	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%	0.0%	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%	0.0%	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%	0.0%	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%	0.0%	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%	0.0%	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%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

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### Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/17 - 06/30/18

EEO Category: SERVICE / MAINTENANCE

Annual **FY: 2018**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES								
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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%	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%	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%	0.0%	0.0%	0.0%
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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%	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%	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%	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%	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%	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%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	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 Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	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 B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

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**IDHR - Regions 1-10  
Workforce Analysis by Region  
Availability Percentage Worksheets  
Utilization Analysis Pages**

## **AVAILABILITY ANALYSIS - EXTERNAL WORKFORCE**

### **BACKGROUND**

Historically, minorities, females and people with disabilities have been denied equal employment opportunities. Consequently, the Federal and State Government have made a commitment to address this problem through the establishment of affirmative action guidelines. The ultimate goal is to ensure all citizens have access to equal employment.

The methodology set forth in the Final Availability Analysis process is to ensure that minorities, females and people with disabilities are fairly represented in the Workforce.

### **PROCESS**

The availability analysis provides a numerical measure of utilization through an analysis of the internal workforce of each state entity and the availability of affirmative action groups in surrounding labor area(s). Comparison of the availability numbers and the actual number of affirmative action groups currently employed by the agency will indicate whether or not the agency is underutilized. The resulting number becomes the ultimate goal of the agency. There are two options of determining availability.

**REGION 1**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	236,070	40.70%	90	36.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	347	60.56%	10	6.06	Agency Workforce.
				<hr/> 100	<hr/> 34.15	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	53,735	9.27%	90	8.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	218	38.05%	10	3.80	Agency Workforce.
				<hr/> 100	<hr/> 9.71	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	46,855	8.08%	90	7.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	135	23.56%	10	2.36	Agency Workforce.
				<hr/> 100	<hr/> 7.70	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	579,975	36,110	6.23%	90	5.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	34	5.93%	10	0.59	Agency Workforce.
				<hr/>	<hr/>	Availability Percent
				100	4.96	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	579,975	508	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.07	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	579,975	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	573	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	827,810	454,510	54.91%	50	27.45	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	22	44.90%	50	22.45	Agency Workforce.
				-----	-----	Availability Percent.
				100	39.92	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	827,810	87,754	10.60%	50	5.30	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	25	51.02%	50	25.51	Agency Workforce.
				-----	-----	Availability Percent.
				100	24.65	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	827,810	55,200	6.67%	50	3.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	10	20.41%	50	10.20	Agency Workforce.
				-----	-----	Availability Percent.
				100	10.83	

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	87,895	10.62%	50	5.31	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	2	4.08%	50	2.04	Agency Workforce.
				<hr/> 100	<hr/> 5.88	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.05	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	49	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.02	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	54,275	53.56%	99	53.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	20	51.28%	1	0.51	Agency Workforce.
				<hr/> 100	42.83	Availability Percent.

---

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	15,940	15.73%	99	15.57	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	20	51.28%	1	0.51	Agency Workforce.
				<hr/> 100	12.87	Availability Percent.

---

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	10,109	9.98%	99	9.88	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	8	20.51%	1	0.21	Agency Workforce.
				<hr/> 100	8.07	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	13,699	13.52%	99	13.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	1	2.56%	1	0.03	Agency Workforce.
				<u>100</u>	<u>10.73</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	123	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.10</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Technicians

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	101,330	15	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	39	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	1,410	60.36%	99	59.76	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	11	64.71%	1	0.65	Agency Workforce.
				<u>100</u>	<u>48.32</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	90	3.85%	99	3.81	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	12	70.59%	1	0.71	Agency Workforce.
				<u>100</u>	<u>3.62</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	71	3.04%	99	3.01	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	2	11.76%	1	0.12	Agency Workforce.
				<u>100</u>	<u>2.50</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	33	1.41%	99	1.40	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	2	11.76%	1	0.12	Agency Workforce.
				<u>100</u>	<u>1.21</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	11	0.47%	100	0.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.38</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Paraprofessionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	17	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	704,810	61.89%	100	61.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	49.51	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	170,555	14.98%	100	14.98	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	11.98	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,138,815	177,640	15.60%	100	15.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	12.48	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,138,815	57,285	5.03%	100	5.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	4.02	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,138,815	1,005	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.07	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Administrative Support

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,138,815	315	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	0.02	Availability Percent.

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	176	91	48	22	14	7	0	0	10	85	34	37	10	4	0	0	11	51.70%	48.30%	46.59%	33.52%	13.64%	6.25%	0.00%	0.00%	11.93%
Professionals	563	218	93	68	43	14	0	0	25	345	91	145	90	19	0	0	51	38.72%	61.28%	32.68%	37.83%	23.62%	5.86%	0.00%	0.00%	13.50%
Technicians	10	8	1	5	1	1	0	0	1	2	1	0	1	0	0	0	0	80.00%	20.00%	20.00%	50.00%	20.00%	10.00%	0.00%	0.00%	10.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	22	13	5	2	5	1	0	0	2	9	2	6	1	0	0	0	2	59.09%	40.91%	31.82%	36.36%	27.27%	4.55%	0.00%	0.00%	18.18%
Administrative Support	17	6	1	5	0	0	0	0	0	11	2	7	2	0	0	0	1	35.29%	64.71%	17.65%	70.59%	11.76%	0.00%	0.00%	0.00%	5.88%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>789</b>	<b>337</b>	<b>148</b>	<b>103</b>	<b>63</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>452</b>	<b>130</b>	<b>195</b>	<b>104</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>42.71%</b>	<b>57.29%</b>	<b>35.23%</b>	<b>37.77%</b>	<b>21.17%</b>	<b>5.83%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>13.05%</b>

<b>Grand Total Employees for Region 1:</b>	<b>Males: 337</b>	<b>Females: 452</b>	<b>Total Minorities: 511</b>
	<b>42.71%</b>	<b>57.29%</b>	<b>64.77%</b>
<b>White: 278</b>	<b>B/AA: 298</b>	<b>H/L: 167</b>	<b>Asian: 46</b>
<b>35.23%</b>	<b>37.77%</b>	<b>21.17%</b>	<b>5.83%</b>
			<b>AI/AN: 0</b>
			<b>0.00%</b>
			<b>NHOPI: 0</b>
			<b>0.00%</b>
			<b>PWD: 103</b>
			<b>13.05%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	34.15	39.92	42.83	0.00	48.32	49.51	0.00	0.00
Number Needed for Parity	60	224	4	0	10	8	0	0
Number of Affirmative Action Group Members Already Employed	85	345	2	0	9	11	0	0
Underutilization			<b>2</b>		<b>1</b>			

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	9.71	24.65	12.87	0.00	3.62	11.98	0.00	0.00
Number Needed for Parity	17	138	1	0	0	2	0	0
Number of Affirmative Action Group Members Already Employed	59	213	5	0	8	12	0	1
Underutilization								

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	7.70	10.83	8.07	0.00	2.50	12.48	0.00	0.00
Number Needed for Parity	13	60	0	0	0	2	0	0
Number of Affirmative Action Group Members Already Employed	24	133	2	0	6	2	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	4.96	5.88	10.73	0.00	1.21	4.02	0.00	0.00
Number Needed for Parity	8	33	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	11	33	1	0	1	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	0.07	0.05	0.10	0.00	0.38	0.07	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	176	563	10	0	22	17	0	1
Availability Percent	0.03	0.02	0.01	0.00	0.00	0.02	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

## **REGION 2**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 2  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	29,105	17,050	58.58%	99	58.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	1	50.00%	1	0.50	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	46.80	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 2  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	29,105	1,285	4.42%	100	4.42	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	3.53	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 2  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	29,105	879	3.02%	100	3.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.42	

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 2  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	29,105	1,110	3.81%	100	3.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	3.05	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 2  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	29,105	110	0.38%	100	0.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.30	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 2  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	29,105	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	25	9	8	0	1	0	0	0	2	16	6	4	5	1	0	0	3	36.00%	64.00%	56.00%	16.00%	24.00%	4.00%	0.00%	0.00%	20.00%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	1	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Administrative Support	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>30</b>	<b>12</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>18</b>	<b>8</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>40.00%</b>	<b>60.00%</b>	<b>63.33%</b>	<b>13.33%</b>	<b>20.00%</b>	<b>3.33%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>20.00%</b>	

<b>Grand Total Employees for Region 2:</b>	Males: 12 40.00%	Females: 18 60.00%	Total Minorities: 11 36.67%
White: 19 63.33%	B/AA: 4 13.33%	H/L: 6 20.00%	Asian: 1 3.33%
	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 6 20.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	46.80	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	11	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	16	0	0	0	1	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	3.53	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	4	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	2.42	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	6	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	3.05	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	1	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	0.30	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	1	0	0
Availability Percent	0.00	0.00	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

## **REGION 3**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 3  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	19,025	59.28%	99	58.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	1	0.33	Agency Workforce.
				<u>100</u>	<u>47.21</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 3  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	705	2.20%	100	2.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.76</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 3  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	1,010	3.15%	100	3.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.52</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 3  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	649	2.02%	100	2.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.62</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 3  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	22	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.05</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 3  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	32,095	10	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPi	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	3	1	1	0	0	0	0	0	0	2	2	0	0	0	0	0	1	33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Professionals	64	22	15	2	4	1	0	0	2	42	31	4	7	0	0	0	6	34.38%	65.63%	71.88%	9.38%	17.19%	1.56%	0.00%	0.00%	12.50%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>70</b>	<b>25</b>	<b>18</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>45</b>	<b>34</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>35.71%</b>	<b>64.29%</b>	<b>74.29%</b>	<b>8.57%</b>	<b>15.71%</b>	<b>1.43%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>12.86%</b>	

<b>Grand Total Employees for Region 3:</b>	Males: 25 35.71%	Females: 45 64.29%	Total Minorities: 18 25.71%
White: 52 74.29%	B/AA: 6 8.57%	H/L: 11 15.71%	Asian: 1 1.43%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 9 12.86%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPi=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	47.21	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	30	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	42	0	0	1	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	1.76	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	6	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	2.52	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	11	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	1.62	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	0.05	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	64	0	0	3	0	0	0
Availability Percent	0.00	0.02	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

## **REGION 4**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 4  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,820	8,755	63.35%	90	57.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	1	50.00%	10	5.00	Agency Workforce.
				<u>100</u>	<u>49.61</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 4  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,820	178	1.29%	100	1.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.03</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 4  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	13,820	174	1.26%	100	1.26	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.01</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 4  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	13,820	288	2.08%	100	2.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.67	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 4  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	13,820	10	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 4  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	13,820	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	13	5	5	0	0	0	0	0	0	8	7	0	1	0	0	0	0	38.46%	61.54%	92.31%	0.00%	7.69%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>17</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35.29%</b>	<b>64.71%</b>	<b>94.12%</b>	<b>0.00%</b>	<b>5.88%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 4:</b>	Males: 6 35.29%	Females: 11 64.71%	Total Minorities: 1 5.88%
White: 16 94.12%	B/AA: 0 0.00%	H/L: 1 5.88%	Asian: 0 0.00%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	49.61	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	6	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	8	0	0	0	1	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	1.03	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

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	1.01	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	1	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	1.67	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

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	0.06	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	1	1	0	0
Availability Percent	0.00	0.00	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

## **REGION 5**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 5  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	31,820	54.04%	100	54.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>43.23</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 5  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	2,134	3.62%	100	3.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.90</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 5  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	973	1.65%	100	1.65	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.32</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 5  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	58,885	3,565	6.05%	100	6.05	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.84</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 5  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	58,885	44	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 5  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	58,885	10	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	6	4	3	1	0	0	0	0	0	2	2	0	0	0	0	0	0	66.67%	33.33%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	49	24	16	5	1	2	0	0	3	25	19	2	4	0	0	7	48.98%	51.02%	71.43%	14.29%	10.20%	4.08%	0.00%	0.00%	20.41%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>55</b>	<b>28</b>	<b>19</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>27</b>	<b>21</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>50.91%</b>	<b>49.09%</b>	<b>72.73%</b>	<b>14.55%</b>	<b>9.09%</b>	<b>3.64%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>18.18%</b>	

<b>Grand Total Employees for Region 5:</b>	Males: 28 50.91%	Females: 27 49.09%	Total Minorities: 15 27.27%
White: 40 72.73%	B/AA: 8 14.55%	H/L: 5 9.09%	Asian: 2 3.64%
	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 10 18.18%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	43.23	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	21	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	25	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	2.90	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	7	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	1.32	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	5	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	4.84	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	0.06	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	49	0	0	0	0	0	0
Availability Percent	0.00	0.01	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

## **REGION 6**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 6  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	35,755	18,945	52.99%	90	47.69	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	10	10.00	Agency Workforce.
				<u>100</u>	<u>46.15</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 6  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	35,755	1,430	4.00%	100	4.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.20</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 6  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	35,755	1,498	4.19%	100	4.19	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.35</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 6  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	35,755	4,345	12.15%	100	12.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	9.72	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 6  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	35,755	24	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.05	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 6  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	35,755	0	0.00%	100	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.00	

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	15	5	3	0	2	0	0	0	1	10	3	5	2	0	0	0	2	33.33%	66.67%	40.00%	33.33%	26.67%	0.00%	0.00%	0.00%	20.00%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>17</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>29.41%</b>	<b>70.59%</b>	<b>41.18%</b>	<b>35.29%</b>	<b>23.53%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>17.65%</b>	

<b>Grand Total Employees for Region 6:</b>	Males: 5 29.41%	Females: 12 70.59%	Total Minorities: 10 58.82%
White: 7 41.18%	B/AA: 6 35.29%	H/L: 4 23.53%	Asian: 0 0.00%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 3 17.65%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	46.15	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	6	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	10	0	0	1	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	3.20	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	1	5	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	3.35	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	4	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	9.72	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	0.05	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	15	0	0	1	0	0	0
Availability Percent	0.00	0.00	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

## **REGION 7**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	11,365	39.24%	99	38.85	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	28	50.91%	1	0.51	Agency Workforce.
				<hr/> 100	31.49	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	844	2.91%	99	2.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	9	16.36%	1	0.16	Agency Workforce.
				<hr/> 100	2.44	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	389	1.34%	99	1.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	1	1.82%	1	0.02	Agency Workforce.
				<hr/> 100	1.08	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	28,960	320	1.10%	99	1.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	1	1.82%	1	0.02	Agency Workforce.
				<u>100</u>	<u>0.89</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	28,960	44	0.15%	99	0.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	1	1.82%	1	0.02	Agency Workforce.
				<u>100</u>	<u>0.13</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	24,855	57.58%	99	57.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	1	0.67	Agency Workforce.
				<u>100</u>	<u>46.14</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	1,885	4.37%	100	4.37	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.49</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	438	1.01%	99	1.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	1	0.67	Agency Workforce.
				<u>100</u>	<u>1.34</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	43,165	1,305	3.02%	100	3.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.42	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.11	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 7  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	22	13	13	0	0	0	0	0	0	9	5	1	1	2	0	0	1	59.09%	40.91%	81.82%	4.55%	4.55%	9.09%	0.00%	0.00%	4.55%
Professionals	55	27	22	2	1	1	1	0	1	28	21	7	0	0	0	7	49.09%	50.91%	78.18%	16.36%	1.82%	1.82%	1.82%	0.00%	14.55%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	2	1	0	0	1	0	0	0	0	1	1	0	0	0	0	0	50.00%	50.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>80</b>	<b>41</b>	<b>35</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>39</b>	<b>27</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>51.25%</b>	<b>48.75%</b>	<b>77.50%</b>	<b>12.50%</b>	<b>5.00%</b>	<b>3.75%</b>	<b>1.25%</b>	<b>0.00%</b>	<b>12.50%</b>	

<b>Grand Total Employees for Region 7:</b>	Males: 41 51.25%	Females: 39 48.75%	Total Minorities: 18 22.50%
White: 62 77.50%	B/AA: 10 12.50%	H/L: 4 5.00%	Asian: 3 3.75%
			AI/AN: 1 1.25%
			NHOPI: 0 0.00%
			PWD: 10 12.50%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	31.49	46.14	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	6	25	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	9	28	0	0	1	1	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	2.44	3.49	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	9	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	1.08	1.34	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	1	1	0	0	1	1	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	0.89	2.42	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	1	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	0.13	0.11	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	1	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	22	55	0	0	2	1	0	0
Availability Percent	0.00	0.06	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

## **REGION 8**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 8  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	40,915	24,625	60.19%	99	59.58	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	1	50.00%	1	0.50	Agency Workforce.
				<u>100</u>	<u>48.07</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 8  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	40,915	3,633	8.88%	100	8.88	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>7.10</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 8  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	40,915	817	2.00%	100	2.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.60</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 8  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,915	473	1.16%	100	1.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.92	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 8  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,915	40	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.08	

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 8  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,915	29	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%		0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	4	2	2	0	0	0	0	0	0	2	1	0	1	0	0	0	1	50.00%	50.00%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	25.00%
Professionals	24	9	5	3	0	1	0	0	1	15	7	6	2	0	0	0	1	37.50%	62.50%	50.00%	37.50%	8.33%	4.17%	0.00%	0.00%	8.33%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	2	1	1	0	0	0	0	0	1	1	1	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>30</b>	<b>12</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>18</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>40.00%</b>	<b>60.00%</b>	<b>56.67%</b>	<b>30.00%</b>	<b>10.00%</b>	<b>3.33%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>13.33%</b>	

<b>Grand Total Employees for Region 8:</b>	Males: 12 40.00%	Females: 18 60.00%	Total Minorities: 13 43.33%
White: 17 56.67%	B/AA: 9 30.00%	H/L: 3 10.00%	Asian: 1 3.33%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 4 13.33%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	48.07	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	11	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	15	0	0	1	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	7.10	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	9	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	1.60	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	1	2	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	0.92	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	1	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	0.08	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	24	0	0	2	0	0	0
Availability Percent	0.00	0.06	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

## **REGION 9**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 9  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	10,315	61.18%	100	61.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>48.94</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 9  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	299	1.77%	100	1.77	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.42</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 9  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	109	0.65%	100	0.65	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.52</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 9  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	16,860	283	1.68%	100	1.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.34</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 9  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	16,860	4	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 9  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	16,860	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Professionals	11	6	6	0	0	0	0	0	0	5	5	0	0	0	0	0	0	54.55%	45.45%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>13</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53.85%</b>	<b>46.15%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 9:</b>	Males: 7	Females: 6	Total Minorities: 0
	53.85%	46.15%	0.00%
White: 13	B/AA: 0	H/L: 0	Asian: 0
#####	0.00%	0.00%	0.00%
			AI/AN: 0
			0.00%
			NHOPI: 0
			0.00%
			PWD: 0
			0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	48.94	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	5	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	5	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	1.42	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

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	0.52	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	1.34	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

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	0.02	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	11	0	0	1	0	0	0
Availability Percent	0.00	0.00	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

## **REGION 10**

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 10  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	14,695	60.74%	100	60.74	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 48.59	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 10  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	745	3.08%	100	3.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 2.46	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 10  
 Facility: FY 2019

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	384	1.59%	100	1.59	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 1.27	Availability Percent.

**Availability Percent Worksheet**

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 10  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	24,195	733	3.03%	100	3.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 2.42	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 10  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	24,195	80	0.33%	100	0.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.26	Availability Percent.

AGENCY: [Illinois Department of Employment Security](#)  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 10  
 Facility: [FY 2019](#)

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	24,195	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 0	<hr/> 0.00	Availability Percent.

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2017-6/30/2018

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
		Officials / Administrators	6	2	2	0	0	0	0	0	1	4	4	0	0	0	0	0	0	33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	52	13	12	0	1	0	0	0	3	39	38	0	1	0	0	0	1	25.00%	75.00%	96.15%	0.00%	3.85%	0.00%	0.00%	0.00%	7.69%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>59</b>	<b>16</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>43</b>	<b>42</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>27.12%</b>	<b>72.88%</b>	<b>96.61%</b>	<b>0.00%</b>	<b>3.39%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8.47%</b>	

<b>Grand Total Employees for Region 10:</b>	Males: 16 27.12%	Females: 43 72.88%	Total Minorities: 2 3.39%
White: 57 96.61%	B/AA: 0 0.00%	H/L: 2 3.39%	Asian: 0 0.00%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			PWD: 5 8.47%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **WOMEN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	48.59	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	25	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	4	39	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	2.46	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **HISPANIC or LATINO** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	1.27	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	2	0	0	0	0	0	0

Underutilization

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **ASIAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	2.42	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	0.26	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

Agency: Illinois Dept. of Employment Security  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	52	0	0	1	0	0	0
Availability Percent	0.00	0.00	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

**UNDERUTILIZATION SUMMARY  
BY IDHR REGION**

# Underutilization Summary by Region

Name of Agency: **Illinois Dept. of Employment Security**

Fiscal Year: **2019**

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers						
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	
1													2												
2																									
3																									
4																									
5																									
6									1																
7																									
8																									
9																									
10								1		1															
<b>Total</b>	0	0	0	0	0	0	0	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1	1																							
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
<b>Total</b>	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 3

Total underutilization for Black or African American: 1

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 2

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

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

W= Women    B/AA = Black or African American    H/L = Hispanic or Latino    A = Asian    AI/AN = American Indian or Alaskan Native    NHOPI= Native Hawaiian or Other Pacific Islander  
 DHR 11-AAP (Rev. Feb. 2016)

## **IDHR STATE REGIONAL MAP**

# Illinois Department of Human Rights State Regional Map



# IDES LOCATIONS WITHIN IDHR REGIONS

## REGION 1

Arlington Heights  
Bradley Job Ctr.  
Burbank  
Carpentersville Processing Center  
Chicago Central Office/Chicago Regional Office  
Chicago - 71<sup>st</sup> Street (Woodlawn)  
Chicago - Daley College Job Ctr.  
Chicago - Lawrence Avenue  
Chicago - Mid-South Job Ctr.  
Chicago - Truman College Job Ctr.  
Chicago - Pilsen  
Chicago Hts. - Prairie State Job Ctr.

Harvey  
Metro South Regional Office  
Joliet  
Joliet -Will County Job Center  
Lisle Job Ctr.  
Lombard Call Center  
Maywood Job Ctr.  
Northern Regional Office  
North Aurora  
Waukegan Job Ctr.  
Woodstock Job Ctr.

## REGION 2

Rockford

## REGION 3

Rock Island  
Rock Island Call Center  
Ottawa  
Sterling

## REGION 4

Quincy  
Quincy Integrity Unit

## REGION 5

Normal Job Ctr.  
Northwest Regional Office  
Peoria

## REGION 6

Champaign  
Danville Job Ctr.

## REGION 7

Carlinville Job Ctr.  
Decatur Job Ctr.  
Springfield - Director's Office  
Springfield Processing Ctr.  
Springfield

## REGION 8

Belleville  
Wood River Job Ctr.

## REGION 9

Effingham

## REGION 10

Carmi Job Ctr.  
Marion Job Ctr.  
Mt. Vernon  
Mt. Vernon Processing Ctr.  
Southern Regional Office

## COUNTIES BY IDHR REGIONS

<u>Region I</u>	<u>Region II</u>	<u>Region III</u>	<u>Region IV</u>	<u>Region V</u>
Cook DeKalb DuPage Grundy Kane Kankakee Kendall Lake McHenry Will	Boone Ogle Stephenson Winnebago	Bureau Carroll Henry Jo Daviess LaSalle Lee Mercer Putnam Rock Island Whiteside	Adams Brown Hancock Henderson Knox McDonough Pike Schuyler Warren	DeWitt Fulton Livingston Marshall Mason McLean Peoria Stark Tazewell Woodford
<u>Region VI</u>	<u>Region VII</u>	<u>Region VIII</u>	<u>Region IX</u>	<u>Region X</u>
Champaign Douglas Ford Iroquois Piatt Vermillion	Christian Cass Greene Logan Macon Macoupin Menard Montgomery Morgan Sangamon Scott Shelby	Bond Calhoun Clinton Jersey Madison Monroe Randolph St. Clair Washington	Clark Clay Coles Crawford Cumberland Edgar Effingham Fayette Jasper Lawrence Marion Moultrie Richland	Alexander Edwards Franklin Gallatin Hamilton Hardin Jefferson Jackson Johnson Massac Perry Pope Pulaski Saline Union Wabash Wayne White Williamson

## **SECTION III**

## DEVELOPING GOALS AND TIMETABLES

When the utilization analysis results in a determination that affirmative action groups are being underutilized, specific numerical goals must be established. However, when labor market availability of a specific affirmative action group in a specific region is less than 2%, no goals are required. [Title 56, Section 2520.APPENDIX A, Part III (b)].

Regarding numerical goals, it should be noted that there is no requirement for quotas. Quotas are expressly forbidden by law. Numerical goals for minorities and females are targets for recruitment and outreach and should be reasonably attainable by means of applying concerted effort. Agencies should make a concerted effort to meet the minimum compliance criteria established by the Department, which is 80% of the statewide labor market availability rate of minorities and females. In determining whether an agency made a concerted effort, the Department will evaluate the agency's overall actions taken over the course of the fiscal year to reduce its underutilization when there have been opportunities to hire or promote in underutilized categories. When agency underutilization is confined to one region of the State or one affirmative action, the labor market availability rate in question will be considered. Numerical goals do not create guarantees for specific groups, nor are they designed to achieve proportional representation or equal results.

Program goals must be developed in conjunction with the agency's internal and external workforce analysis, as well as any other additional needs.

The following items should be noted in developing a format for goals and timetables:

- The area to be addressed reflects numerical or program concern(s).
- The goal is a broad category which describes the area to be addressed.
- The objective delineates the specific intention.
- The action items outline in detail which steps are going to be taken to achieve the objective.
- The assignment of responsibility names the individual(s) who is (are) held accountable to the Chief Executive Officer/Director for carrying out the action item.
- The target date for completion is the date that this action item should be completed.
- The monitoring procedure outlines the procedure, whereby; a review is made to determine whether or not the objective is being met per the target date.

[Source: IDHR Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies; Revised July, 2018]

## **NUMERICAL GOALS**

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
FY 2019 NUMERICAL AFFIRMATIVE ACTION GOALS**

Numerical goals for the Illinois Department of Employment Security have been computed utilizing the IDHR guidelines for calculating availability percentages. IDHR provides availability data for each of the eleven IDHR regions. IDES provides the year-end workforce data for the whole agency and determines the value weights based upon its workforce patterns to arrive at the availability percentage for each affirmative action group in each EEO Job Category. Availability percentage is applied to IDES employees in each IDHR region to determine whether or not Women, Black/African Americans, Hispanics/Latinos, Asians, American Indians/Alaska Natives, Native Hawaiians or Other Pacific Islanders and People with Disabilities are being utilized at the level at which they are available in the relevant workforce areas.

**IDES STATEWIDE UNDERUTILIZATION SUMMARY**

**EEO JOB CATEGORY**

**UNDERUTILIZATION**

**WOMEN**

Technicians	2		
Paraprofessionals	1		
		TOTAL	3

**BLACK/AFRICAN AMERICAN**

Professionals	1		
		TOTAL	1

**HISPANIC/LATINO**

TOTAL None

FY 2019 Numerical Affirmative Action Goals (continued)

ASIAN

Professionals

TOTAL 2

AMERICAN INDIAN/ALASKA NATIVE

TOTAL None

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

TOTAL None

Statewide Total 6

The following are the numerical goals and action plans based upon the above described numerical analysis. Each action plan outlines the steps the agency commits to take to achieve the stated goal during FY 2019.

## AREAS TO BE ADDRESSED

### REGION 1

Underutilization of 2 Women Technicians and 1 Woman Paraprofessional

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### REGION 6

Underutilization of 1 Asian Professional.

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### REGION 10

Underutilization of 1 African American Professional and 1 Asian Professional

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**GOAL:** Reduce underutilization of **Affirmative Action Groups** in the regions where they are underutilized.

**\*OBJECTIVE:** As vacancies occur, conduct targeted recruitment efforts to enable agency to hire/promote underutilized categories into the **Affirmative Action Groups**.

**COMPLETION/TARGET DATE:** DES will report progress on 10/23/2018; 01/23/2019; 04/20/2019; 07/23/2019

\*It should be noted that some or all of the positions in the Paraprofessionals and Professionals category are covered by a collective bargaining agreement. Therefore, the ability to attain this goal may be hampered by a bona fide seniority provision.

**ACTION PLAN**

ACTION ITEM	ASSIGNMENT RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURE
Inform appropriate Administrator/Managers, Human Resource Staff or designees of the numerical affirmative action goal when the decision has been made to fill a vacancy	EO Officer or designee	Within a reasonable time after receipt of Personnel Action Request	Review FY 2019 numerical goals Hiring/Promotion Monitor
Notify affirmative action recruiters in Dept. of Human Rights of potential vacancies for referral of qualified applicants	EO Officer or designee	Quarterly	Quarterly reports
Notify community-based organizations through participation of Council meetings	Human Resource Recruitment/Selection Unit and EO Officer	Recurring Date	As appropriate and through Job Fairs
Review individual region Problem Area	Interview panel and Recruitment and Selection Manager	09/30/2018 12/31/2018 03/30/2019 06/30/2019	Review of Hires/Promotions by EO Officer
Prepare quarterly progress reports toward achievement of action plan	EO Officer	10/23/2018 01/23/2019 04/20/2019 07/23/2019	Copies of reports submitted to Agency Director

\*It should be noted that some or all of the positions in the Professionals category are covered by a collective bargaining agreement. Therefore, the ability to attain this goal may be hampered by a bona fide seniority provision.

## **PROGRAM GOALS**

## FY 2019 AFFIRMATIVE ACTION PROGRAM GOALS

The Affirmative Action Program Goals and Action Plans for the Illinois Department of Employment Security have been developed to both support the achievement of the numerical affirmative action goals and to address the EEO/AA needs that have been determined by the Department.

### I. UNDERUTILIZATION

IDES is not at parity in staffing levels of 2 Women Technicians and 1 Woman Paraprofessional in Region 1, 1 Asian Professional in Region 6, and 1 African American Professional and 1 Asian Professional in Region 10.

Goal: Perform targeted recruitment in order to reduce underutilization of protected groups to the extent possible.

Objective: Achieve determined goals. Address underutilization by the hiring and promotion of applicants and employees in the underutilized EO categories within the applicable IDHR Regions.

Action Plan: Inform IDES Executive Team, Regional/Division Managers, Human Resource Manager, Recruitment Selection Manager and Selection unit of the numerical affirmative action goal when the decision has been made to fill a vacancy and a request to EO has been made for a hiring/promotion monitor.

EO will participate in the African American and Asian American Employment Plan Advisory Councils, when active.

Notify community-based organizations through participation of Council meetings.

Post job vacancies on CMS and IDES websites.

Inform Human Resource Manager, Recruitment and Selection Manager of underutilization and achievements towards goals.

Assignment Responsibility-

EO Office  
Human Resources Management  
Recruitment and Selection Manager  
Hiring Managers

Completion dates: IDES will report progress on this goal via the IDHR quarterly reports.

\*It should be noted that some or all of the positions in the Paraprofessional and Professional categories are covered by a collective bargaining agreement. Therefore, the ability to attain this goal may be hampered by a bona fide seniority position.

## II. GENERAL TRAINING

The Agency, through its training bureau, will provide training, including but not limited to Sexual Harassment, Anti-harassment, New Employee Orientation training and general training courses for all staff, when possible.

Goal: Assist the training bureau with ensuring as many IDES staff as possible are aware of the Nondiscrimination, Anti-harassment and other related EEO laws, statutes and IDES Policies and Procedures which are in effect.

Objective: To ensure training is provided for employees concerning their rights and responsibilities regarding Nondiscrimination and Anti-harassment policies and procedures, as well as, general training courses.

Action Plan: On-going training will continue via IDES' One Net website available to all employees, IDHR, DHS' Bureau of Training and Support Services, on the job training by management, the training bureau, EO staff and Human Resource Management.

Assignment Responsibility-	EO Office Employee Training & Development Human Resources Management Division Managers
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Completion dates:  
IDES will report progress on this goal via the IDHR quarterly reports.

### III. ACCESSIBILITY

All IDES facilities, programs and services should be ADA-accessible in accordance with State and Federal laws.

Goal: On-going reviews of IDES facilities, programs and services for ADA accessibility for employees and customers.

Objective: Determine if IDES facilities, programs and services are accessible for employees and customers.

Action Plan: Equal Opportunity Monitor to review as many IDES locations as possible a quarter to ensure accessibility of its facilities, programs and services.

Assignment Responsibility - IDES EO Office  
DCEO Monitor  
General Services Manager  
Division Managers  
Central Management Services

Completion dates: IDES will report progress on this goal via the IDHR quarterly reports.

## **SECTION IV**

1200 UNLAWFUL DISCRIMINATION; REASONABLE ACCOMMODATION; EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION: STATEMENT OF POLICY

.10 PURPOSE

The purpose of this Section 1200 and the other Sections in the 1200 series of the Manual (1200 series) is to identify IDES policies and related procedures in IDES employment, programs, and activities regarding: (a) unlawful discrimination; (b) reasonable accommodation; and, (c) equal employment opportunity and affirmative action. IDES is committed to providing employment, program, and service environments free of unlawful discrimination, harassment, and retaliation. To further this commitment, IDES is committed to providing EEO/EO training for new hires, employees, and management when possible given available resources.

.15 DEFINITIONS

Unless otherwise provided, the following terms have the following meanings for purposes of the 1200 series:

*State and federal legal authority:* Legal mandates including, without limitation, the Illinois Human Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, Section 188 of the Workforce Innovation and Opportunity Act of 2015, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, the Genetic Information Non-Disclosure Act of 2008, and all applicable rules, regulations, judicial orders and decrees, executive orders, and administrative orders, determinations, guidance, manuals, discussion letters, and guidelines.

*Unlawful discrimination:* Discrimination in violation of state and federal legal authority against a person based on the person's race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief, unfavorable (except a dishonorable) discharge from military service, military status, ancestry, marital status, pregnancy, sexual orientation, genetic information, or any other lawfully protected personal characteristic. Unlawful discrimination includes **unlawful harassment**, **unlawful retaliation**, and refusal of *reasonable accommodation* (see definitions below).

*Unlawful harassment:* A form of unlawful discrimination where a person is harassed based on the person's race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief, unfavorable (except a dishonorable) discharge from military service, military status, ancestry, marital status, sexual orientation, genetic information, or any other lawfully protected personal characteristic.

*Unlawful retaliation:* A form of unlawful discrimination where a person is retaliated against for: (i) opposing what the person believes to be unlawful discrimination; (ii) making a charge, filing a complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing regarding what the person believes to involve unlawful discrimination; or (iii) requesting, attempting to request, using, or attempting to use a reasonable accommodation. **Note:** A person may be disciplined up to and including discharge or termination or sanctioned if their opposition, participation, or request was unreasonable and done in bad faith.

*Reasonable accommodation:* See Section 1205 of this Manual for the definition of reasonable accommodation in connection with persons with known disabilities. See Section 1207 of this Manual for the definition of reasonable accommodation in

connection with IDES employee religious practices. Refusal of reasonable accommodation is a form of unlawful discrimination.

*Equal opportunity and affirmative action:* The equal opportunity and affirmative action requirements applicable to IDES employment, programs, and services under state and federal legal authority.

*EO Officer:* The IDES Equal Opportunity/Equal Employment Opportunity Officer is appointed by the Director with the approval of the Illinois Department of Human Rights and manages the EEO/AA Office.

*EEO/AA Office:* The IDES Office of Equal Employment Opportunity/Affirmative Action and all related staff and agents.

## **.20 POLICY**

It is IDES policy to fully comply with all state and federal legal authority that: (a) prohibits unlawful discrimination; (b) requires reasonable accommodation of known disabilities and employee religious practices; and, (c) promotes equal employment opportunity and affirmative action in connection with IDES employment, programs, services and activities.

Unlawful discrimination is prohibited in connection with the terms and conditions of IDES employment, including without limitation, work privileges and benefits, job actions, and personnel transactions (e.g., recruitment, examination, appointment, training, promotion, retention. (See CMS Personnel Rule 302.7090.) Unlawful discrimination is prohibited in connection with IDES programs, services and activities by, among other practices, ensuring meaningful access to all IDES clients. It is the responsibility of each IDES employee, agent, and contractor to refrain from unlawful discrimination.

Maintaining IDES employment, program, services, and activity environments in compliance with this policy is an essential component of IDES's mission. It is the right of each IDES employee, agent, and contractor to work in, and each IDES client to access IDES programs and services in, environments free from unlawful discrimination. The Department will aggressively pursue violations of this policy and the requirements of the 1200 series. A Department employee, agent, or contractor may be subject to discipline, up to and including discharge or termination, and a Department client or member of the public may be subject to sanctions, for committing any violation under the 1200 series.

Inquiries may be directed to the EO Officer and the EEO/AA Office at 33 South State Street, 10<sup>th</sup> Floor, Chicago, Illinois 60603, Voice: (312) 793-9290 or (312) 793-9350, Fax: (312) 793-0302, TTY: (888) 340-1007.

## **.30 RESPONSIBILITY OF MANAGERS AND SUPERVISORS**

IDES managers and supervisors should be alert to the conduct of their staff and promote a professional environment by setting examples of appropriate conduct and dealing with unlawful discrimination as with all other forms of employee misconduct. Managers and supervisors are the first line of defense, often being the first to spot discriminatory, harassing, or retaliatory conduct and the first to receive complaints about that conduct. Managers and supervisors must report **all** complaints, allegations, and perceived incidents of unlawful discrimination to the EO Officer, even if the complaining party does not want to make a formal complaint. Managers and supervisors must take prompt action in coordination with the EO Officer and the EEO/AA Office to eliminate unlawful discrimination and must observe strict confidentiality on a "need to know" basis.

**.40 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PLAN AND MONITORING**

As set forth in the Department's Affirmative Action Plan approved by the Illinois Department of Human Rights, the EEO/AA Office works with the IDES Human Resources Division to ensure affirmative recruitment to broaden the applicant pool in the classifications and for the organizational units in which few or no minorities, women, or disabled persons are currently employed.

Human Resource Management maintains the recruitment announcements and selection activities which include, but are not limited to, retention of all records contained in each individual's selection package. The selection package contains the applications (bids) for the position, documentation of the selection made as a result of any interviews, and the decision made regarding selection, copies of issued selection notices, and the acceptance or non-acceptance memorandum if prepared by the applicant, and the DHR-19 Hiring Monitor or DHR-20 Promotion Monitor Form, processed by the EO Officer or designee. (See Section 1203 of this Manual.)

The Department's EEO/AA monitoring focuses on selection or rejection decisions in filling vacancies and promotions. Department management shall work constructively with the EO Officer or designee to analyze problem areas in staffing or service with respect to equal opportunity and affirmative action and assists in providing definitive solutions.

**.50 TRAINING**

The Department is committed to train new hires and employees, including management, about the policies and related procedures specified in the 1200 series. The Department shall provide training consistent with available resources, and may provide training in-house or through suitable outside sources (e.g., the Illinois Department of Human Rights; the Illinois Department of Central Management Services; etc.).

**.60 REFERENCES**

Title VII of the Civil Rights Act of 1964 (42 USC 2000e)

The Americans with Disabilities Act of 1990 (42 USC 12101)

The ADA Amendments Act of 2008 (42 USC 12101 Note)

Section 504 of the Rehabilitation Act of 1973 (29 USC 794)

The Genetic Information Non-Disclosure Act of 2008 (42 USC 2000ff)

The Pregnancy Discrimination Act of 1978 (42 USC 2000e(k))

The Age Discrimination in Employment Act of 1967 (29 USC 621)

Equal Pay Act of 1963 (29 USC 206(d))

Section 188 of the Workforce Innovation and Opportunity Act of 2014 (29 USC 2938)

Parts 32 and of the regulations of the U.S. Department of Labor (29 CFR Parts 32 and 38)

The regulations of the U.S. Equal Opportunity Commission (29 CFR Parts 1600 - 1699)

The Illinois Human Rights Act of 1980 (775 ILCS 5/)

The regulations of the Department of Human Rights and the Human Rights Commission (56 Ill. Adm. Code Parts 2500-2540)

Section 302.790 of the Personnel Rules of the Department of Central Management Services (80 Ill. Adm. Code 302.790)

Section 1201, EEO/EO Complaint Procedures, of the Procedures Manual

Section 1202, Unlawful Harassment and Unlawful Retaliation, of the Procedures Manual

Section 1203, EEO/AA: Monitoring New Hires and Promotions, of the Procedures Manual

Section 1204, Monitoring Nondiscrimination and Equal Opportunity in Delivery of Employment Service and Unemployment Insurance Programs and Activities, of the Procedures Manual

Section 1205, Reasonably Accommodating Qualified Persons with Disabilities, of the Procedures Manual

Section 1206, Serving Clients with Limited English Proficiency (LEP), of the Procedures Manual

Section 1207, Reasonably Accommodating Religious Practices of IDES Employees and Prospective Employees, of the Procedures Manual

## 1201 EEO/EO COMPLAINT PROCEDURES

### .10 BACKGROUND

This Section establishes procedures for processing, investigating, and mediating complaints of discrimination relating to IDES employment, programs, and activities submitted to the IDES Office of Equal Employment Opportunity/Affirmative Action by IDES employees, including job applicants, IDES clients, or members of the general public. The procedures are designed to comply with all applicable State and Federal legal authority (see Section 1200). This Section also provides information about filing complaints of discrimination with agencies outside IDES. Additional information about complaints of discrimination is included in the IDES "Equal Opportunity is the Law" poster, which is available in [English](#), [Polish](#), [Russian](#), and [Spanish](#).

**Note:** Complaints of discrimination received by IDES Employment Service staff are processed under subsection .30 below in conjunction with Section 7202 of this Manual.

The following definitions apply for purposes of this Section 1201:

*Discrimination:* (1) Unlawful discrimination as defined under applicable federal and state law and Section 1200 of this Manual; or (2) failure to provide reasonable accommodation under applicable federal and state law and Section 1205 of this Manual.

*Discrimination Complaint:* A complaint of *discrimination* under this Section relating to IDES employment, including but not limited to, the job application process, or IDES programs, services and activities.

*Discrimination Complaint Process:* The procedures for handling a *discrimination complaint* established under this Section.

*EEO/AA:* The EO Officer and EEO/AA Office as defined under Section 1200 of this Manual, as well as mediators utilized under Subsection .202 below.

*Complainant:* A person who alleges *discrimination* in a *discrimination complaint*.

*Respondent:* An entity or person who is alleged to be responsible for *discrimination* in a *discrimination complaint*.

### .15 PARTICIPATION, COOPERATION, NON-RETALIATION, AND CONFIDENTIALITY

A person or entity participates in the discrimination complaint process if they are a complainant, a respondent, or if they attend interviews or meetings, provide information or documents, or assist in other way authorized by EEO/AA. EEO/AA may reject a Discrimination Complaint at any time if the complainant fails to participate in the discrimination complaint process as required by EEO/AA. Employees will be allowed to use paid work time as required and verified by EEO/AA to participate in the discrimination complaint process, including time for related travel.

**Note:** Employees are *not* allowed paid work time to file or otherwise participate in the processing of discrimination complaints filed with agencies outside IDES, including but not limited to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights. (see subsection .50).

All IDES employees must cooperate with EEO/AA in its administration of the discrimination complaint process. An employee's duty to cooperate under this subsection does not restrict

any rights or protections available to the employee under federal and state constitutions and laws. Failure to cooperate in the discrimination complaint process may lead to discipline up to and including discharge.

Participants in the discrimination complaint process may not be subjected to unlawful retaliation (see Section 1202) because of their participation, even if a Discrimination Complaint filed in good faith is unfounded or untimely. However, participants may be disciplined up to and including discharge or termination (if employees, agents, or contractors) or sanctioned if their participation was unreasonable and done in bad faith (see Subsection .40 below and Subsections 1200.20 and 1202.30 of this Manual).

All information, documents, records, and other materials obtained through the discrimination complaint process, including the identity of all participants, will be kept confidential to the extent possible, consistent with a fair determination of the issues and in accordance with applicable State and Federal legal authority (see Section 1200). Participants must not discuss or disclose a discrimination complaint or the related discrimination complaint process, including their participation, unless authorized to do so by EEO/AA or required to do so by State or Federal legal authority.

#### .20 DISCRIMINATION COMPLAINT PROCESSING

A discrimination complaint is considered filed under this Section on the date it is received by EEO/AA at 33 South State Street, 10<sup>th</sup> Floor, Chicago, Illinois 60603. The discrimination complaint, to be considered filed, shall bear the original signature of the complainant to be deemed filed. EEO/AA telephone numbers are: Voice: (312) 793-9290, Fax: (312) 793-0302, TTY: (888) 340-1007.

A discrimination complaint **must** be filed in writing with EEO/AA within **300 days** of the alleged discrimination. A discrimination complaint submitted to EEO/AA by fax will be considered filed on the date the fax is received if the original signed discrimination complaint is subsequently received by EEO/AA within the 300-day period. **EEO/AA does not have jurisdiction over and will not process any discrimination complaint filed after the 300-day period has expired.** A complainant may withdraw any portion or all of a discrimination complaint at any time by submission of a written notice of withdrawal to EEO/AA.

**Note:** A complainant may file a discrimination complaint with federal and state agencies outside IDES instead of or in addition to filing with EEO/AA (see Subsection .50 below for the names, addresses and filing deadlines of various outside agencies). A complainant is **not** required to file a discrimination complaint with EEO/AA before filing one with an outside agency. The outside agency will assume jurisdiction of a discrimination complaint filed both with it and EEO/AA. In this case, EEO/AA will close the internal discrimination complaint process file and so notify the complainant in writing.

**Note:** IDES staff must advise clients and members of the general public who want to file discrimination complaints of their right to do so with EEO/AA and/or the U.S. Department of Labor, Civil Rights Center (“CRC”) (see subsection .50), and must make available **both** the [IDES External Discrimination Complaint Form \(EEO-6\) \(Spanish\)](#) and the CRC [Complaint Information Form - DL 1-2014a \(Spanish\)](#).

A discrimination complaint **must** be filed using the appropriate, signed and fully-completed IDES complaint form. IDES employees must use [IDES Internal Discrimination Complaint Form \(EEO-2\)](#), and IDES clients and members of the general public must use [IDES External Discrimination Complaint Form \(EEO-6\) \(Spanish\)](#). EEO/AA will reject a

discrimination complaint if it is submitted orally or in a written form other than the appropriate, signed and fully-completed IDES complaint form. However, EEO/AA will accept a discrimination complaint submitted in any written form if it is submitted within the 300-day period and **all** of the following additional requirements are satisfied:

- (a) The written complaint must be signed by the complainant and must include:
  - (i) The complainant's name and address, or another means of contacting the complainant;
  - (ii) The identity of the Respondent; and
  - (iii) A description of the allegations in adequate detail for EEO/AA to determine if it has jurisdiction, including if the complaint was filed on time, and whether the allegations, if true, would establish unlawful discrimination; **and**
- (b) The appropriate *signed* and *fully-completed* IDES complaint form is subsequently received by EEO/AA.

IDES managers and supervisors must immediately forward to EEO/AA any written discrimination complaint with all attached documents in any form received by them or their staff. IDES managers shall refer to EEO/AA Office any complaints, whether written or oral, made by their staff that allege EEO/AA violations, including but not limited to, unequal treatment, hostile working environments and discrimination.

When EEO/AA receives a discrimination complaint it will issue a written statement to the complainant acknowledging receipt and notifying the complainant of the right to representation during the discrimination complaint process when possible (see Subsection .203 below).

EEO/AA will conduct a preliminary review of the discrimination complaint to determine whether: (1) EEO/AA has jurisdiction, including if it was filed on time; (2) it provides adequate detail to determine the identity of the complainant and Respondent(s); and (3) the allegations, if true, would establish Discrimination. EEO/AA may require the complainant to provide additional information or documentation.

If EEO/AA determines it does not have jurisdiction over all or any part of the discrimination complaint, EEO/AA shall promptly, when possible, issue a written Notice of Lack of Jurisdiction to the complainant stating the reasons for the determination and notifying the complainant of the right to file a complaint with CRC within **30 days** of the date the Notice was received.

If EEO/AA determines it does have jurisdiction over all or any part of the discrimination complaint, EEO/AA shall issue a written statement to the complainant including a list of the issues raised in the discrimination complaint and for each issue a statement whether EEO/AA will accept the issue for investigation or reject the issue, and the reasons for each rejection. The statement of issues shall also notify the complainant of the right to elect a customary investigation under Subsection .201 below or alternative dispute resolution ("ADR") under Subsection .202 below as the method of investigation. This choice rests with the complainant and is binding once it is made; the complainant cannot choose one process and later switch to the other.

EEO/AA shall use its best efforts to issue a written Notice of Final Action to the complainant within **90 days** of the date the discrimination complaint was filed, regardless of the choice of a Customary Investigation or ADR. The Notice of Final Action shall include:

- (a) For each issue raised in the discrimination complaint that was accepted by EEO/AA, a statement of either EEO/AA's decision on the issue and an explanation of the reasons for the decision, or a description of the way the parties resolved the issue; and
- (b) A notice that the complainant has the right to file a complaint with CRC within **30 days** of the date on which he or she received the Notice of Final Action if he or she is dissatisfied with the final action.

If EEO/AA fails to issue a Notice of Final Action within 90 days of the date the discrimination complaint was filed, the complainant has the right to file a complaint with CRC within **30 days** of the expiration of the 90-day period, i.e., within **120 days** of the date the discrimination complaint was filed.

*CRC Appeal Example 1.* An employee files a discrimination complaint with EEO/AA on June 1. The 90<sup>th</sup> day from the date of filing is August 29. The employee receives a Notice of Final Action on July 17. A complaint with CRC must be filed by August 15 (30 days from the date the Notice of Final Action was received).

*CRC Appeal Example 2.* The same facts as above, except that a Notice of Final Action is not issued by August 29. A complaint with CRC must be filed by September 27 (30 days from the expiration of the 90-day period; 120 days from the date the discrimination complaint was filed).

*CRC Appeal Example 3.* The same facts as above, except that a Notice of Final Action is issued on September 25. A complaint with CRC still must be filed by September 27 (30 days from the expiration of the 90-day period; 120 days from the date the discrimination complaint was filed).

#### **.201 Customary Investigation**

A Customary Investigation may be conducted by means such as interviews of the parties and witnesses, review of pertinent documents, meetings between EEO/AA and various parties, and other methods adopted by EEO/AA as guided by State and Federal legal authority. The scope of a Customary Investigation will be limited to the issues raised in the discrimination complaint that were accepted by EEO/AA. The objective of a Customary Investigation is to determine if there is substantial evidence to support any of the Discrimination allegations in the discrimination complaint that were accepted by EEO/AA.

If substantial evidence is found, EEO/AA will attempt to resolve the issues to the extent feasible and reasonable under the circumstances by holding informal negotiations with the interested parties, either separately or in any combination. Any resolution reached by the parties will be processed as an agreement reached under subsection .202.

**.202 Alternative Dispute Resolution (ADR)**

The form of ADR available to a complainant is mediation. In mediation, a neutral mediator conducts necessary fact-finding and meets with the parties and others in an attempt to guide the parties to a resolution of the issues raised in the discrimination complaint that were accepted by EEO/AA. The mediator will prepare a written agreement setting out the terms and conditions of any resolution reached by the parties. A party who believes an agreement reached under this subsection has been breached may file a complaint with CRC within **30 days** of the date the party learned of the alleged breach.

**.203 Right to Accompaniment, Advice, and Representation**

Under the Illinois Human Rights Act (IHRA) and Federal regulations, an IDES employee who is a complainant or the subject of the proceeding may be accompanied, advised and represented in any meeting, conference, or other proceeding in the discrimination complaint process by an attorney licensed to practice law in Illinois or a representative of an employee organization whose membership is composed of employees of the State and of which the employee is a member. The IHRA provides that a representative other than an attorney may observe **but may not actively participate or advise the employee** during the course of the proceeding, and provides that the right to representation shall not be construed to permit any person not licensed to practice law in Illinois to deliver any legal services or engage in any activities that would constitute the unauthorized practice of law.

**Note:** A collective bargaining agreement may provide additional or different rights to bargaining unit employees than those provided under this subsection.

The IHRA also requires that any representative of an IDES employee, including an attorney, may not use or reveal any information obtained during the course of a proceeding in the discrimination complaint process either during or after termination of the representation relationship without the consent of the complainant and any State employee who is the subject of the proceeding and pursuant to governing confidentiality rules and regulations. Intentional or reckless disclosure of information in violation of this duty constitutes a Class B misdemeanor.

IDES is not responsible for any fees or costs, including attorney's fees, incurred by or on behalf of an IDES employee as a result of any accompaniment, advice, or representation under this subsection.

**.30 EMPLOYMENT SERVICE DISCRIMINATION COMPLAINTS**

Under Section 7202 of this Manual, Employment Service Complaint System, a complaint of discrimination relating to the Employment Service on the basis of race, color, religion, national origin, sex, age, or disability received by IDES Employment Service personnel is designated an ESR-EO Complaint. All ESR-EO Complaints must be forwarded to EEO/AA for handling in accordance with Section 7202. An ESR-EO Complaint against an employer shall be referred to the Equal Employment Opportunity Commission and/or the Illinois Department of Human Rights. An ESR-EO Complaint relating to Employment Service actions or omissions under federal regulations shall be processed as a discrimination complaint filed under this Section, except that it is also subject to the appeal and hearing provisions provided under Subsection 7202.424.

**.40 FALSE AND FRIVOLOUS COMPLAINTS**

A false and frivolous discrimination complaint is a discrimination complaint that is unreasonable and filed in bad faith. A person may be disciplined up to and including

discharge or termination (if an employee, agent, or contractor) or sanctioned (if a client or member of the general public) for filing a false and frivolous complaint (see Subsections 1200.20 and 1202.30 of this Manual).

**Note:** A false and frivolous complaint is *not* a reasonable discrimination complaint filed in good faith that cannot be proved.

**.50 RESOLUTION OUTSIDE IDES**

A complainant may file a complaint or charge with an outside federal or state agency instead of, filing a discrimination complaint with EEO/AA. A complainant is *not* required to file a discrimination complaint with EEO/AA before filing a complaint or charge with an outside agency. A list of various outside federal and state agencies and their filing time frames is provided below.

**Note:** Filing a discrimination complaint with EEO/AA does *not* toll the time frame within which a complaint or charge must be filed with an outside agency, even if a discrimination complaint is pending with EEO/AA. Complainants are responsible for ensuring that their outside filings are within the pertaining time frames.

<b>AGENCY</b>	<b>COMPLAINT FILING TIME FRAMES</b>
Illinois Department of Human Rights  100 West Randolph, Suite 10-100 Chicago, Illinois 60601 (312) 814-6200 TTY: (866) 740-3953  or  535 W. Jefferson Springfield, Illinois 62702 (217) 785-5100 TTY: (866) 740-3953	Within 300 days of the alleged discrimination
U.S. Equal Employment Opportunity Commission 500 West Madison, Suite 2000 Chicago, Illinois 60661  Phone: 1-800-669-4000  TTY: 1-800-669-6820	Within 300 days of the alleged discrimination

AGENCY	COMPLAINT FILING TIME FRAMES
Director, Civil Rights Center U.S. Department of Labor 200 Constitution Avenue N.W., Rm. N-4123 Washington, D.C. 20210 Voice: (202) 693-6500 Fax: (202) 693-6505 Video Relay: (877) 709-5798 Email: CivilRightsCenter@dol.gov	Within 180 days of the alleged discrimination, <b>unless</b> a discrimination complaint is filed with EEO/AA, in which case a discrimination complaint may be filed with CRC <b>either</b> within 30 days of the date a Notice of Final Action is received <b>or</b> , if a Notice of Final Action is not issued within 90 days of the date the discrimination complaint was filed, within 30 days of the 90 <sup>th</sup> day, i.e., within 120 days of the date the discrimination complaint was filed.

The Illinois Department of Human Rights maintains the state sexual harassment [website](#) and hotline: 1-877-236-7703 (Monday – Friday 8:30 a.m. to 5:00 p.m.).

**.60 REFERENCES**

Section 188 of the Workforce Innovation and Opportunity Act of 2014 (29 USC 2938)

Part 32 of the regulations of the U.S. Department of Labor (29 CFR Part 32)

Part 38 of the regulations of the U.S. Department of Labor (29 CFR Part 38)

The regulations of the U.S. Equal Opportunity Commission (29 CFR Parts 1600 - 1699)

The Illinois Human Rights Act of 1980 (775 ILCS 5/)

The regulations of the Department of Human Rights and the Human Rights Commission (56 Ill. Adm. Code Parts 2500 - 2540)

Section 1200, Unlawful Discrimination; Reasonable Accommodation; Equal Employment Opportunity / Affirmative Action: Statement of Policy, of the Procedures Manual

Section 1202, Unlawful Harassment and Unlawful Retaliation, of the Procedures Manual

Section 1205, Reasonably Accommodating Qualified Persons with Disabilities, of the Procedures Manual

Section 5011, Streamlined Intake, of the Procedures Manual

Section 7202, Employment Service Complaint System, of the Procedures Manual

State of Illinois  
 Department of Employment Security  
 IDES Office of Equal Employment Opportunity / Affirmative Action  
 33 S. State Street - 10th Floor Mezzanine, Chicago, Illinois 60603-2802  
**Employee Discrimination Complaint Form**



THIS FORM IS FOR USE BY IDES EMPLOYEES ONLY

1.	<b>Name:</b>	<b>Home Telephone:</b>
<b>Home Address:</b>		
2.	<b>Are you currently employed by the Illinois Department of Employment Security?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<b>Current Job Information</b>	
	<b><u>Job Title:</u></b>	<b><u>Full/Part-time, Intermittent:</u></b>
	<b><u>Work Location:</u></b>	<b><u>Work Telephone Number:</u></b>
	<b><u>Supervisor's Name:</u></b>	<b><u>Division/Unit:</u></b>
	<b><u>Manager's Name:</u></b>	<b><u>Years in current job title:</u></b>
4.	<b>Date(s) of alleged discrimination:</b>	
5.	<b>Basis of the alleged discrimination:</b>	
	<input type="checkbox"/> Race (specify) _____ <input type="checkbox"/> Color (specify) _____ <input type="checkbox"/> Sex: <input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> National Origin (specify) _____ <input type="checkbox"/> Religion (specify) _____ <input type="checkbox"/> Ancestry (specify) _____	<input type="checkbox"/> Age (date of birth) _____ <input type="checkbox"/> Disability <input type="checkbox"/> Retaliation <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Marital Status (specify) _____ <input type="checkbox"/> Other (specify) _____
6.	<b>The alleged discrimination occurred in connection with:</b>	
	<input type="checkbox"/> Interview <input type="checkbox"/> Hiring Selection <input type="checkbox"/> Promotion <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Downward Allocation <input type="checkbox"/> Layoff	<input type="checkbox"/> Training Opportunity <input type="checkbox"/> Transfer <input type="checkbox"/> Termination <input type="checkbox"/> Compensation <input type="checkbox"/> Other (specify) _____



## SECTION V

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
REASONABLE ACCOMMODATION POLICY**

In accord with the mandates of Title I of the Americans With Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008 and the Illinois Human Rights Act, the Illinois Department of Employment Security (“IDES”) maintains a strict policy of reasonably accommodating the known physical or mental limitations of otherwise qualified job applicants and employees with disabilities. IDES recognizes the right of a qualified job applicant or IDES employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process, to enable him or her to perform the essential functions of a job, and to enable him or her to enjoy equal benefits and privileges of employment.

It is the policy of IDES to provide a reasonable accommodation to a qualified job applicant or IDES employee upon his or her request, when such accommodation does not impose an undue hardship on IDES operations. A reasonable accommodation will be provided to qualified job applicants and IDES employees who demonstrate that they have a physical or mental impairment that substantially limits one or more major life activity, and that a reasonable accommodation would enable them to participate in the hiring process or perform the essential functions of their job.

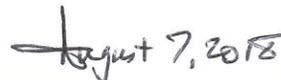
Inquiries about the IDES reasonable accommodation policy should be addressed to the IDES Equal Opportunity Officer and/or ADA Coordinator at:

Illinois Department of Employment Security  
Office of Equal Employment Opportunity/Affirmative Action  
33 South State Street, 10<sup>th</sup> Floor Mezzanine  
Chicago, Illinois 60603  
Voice 312/793-9290  
TDD/NEXTALK 888/340-1007  
Fax 312/793-0302



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Jeffrey D. Mays  
Director/ Chief Executive Officer



Date

## AFFIRMATIVE ACTION PROGRAMS for PERSONS with DISABILITIES

- I. For reporting period ending June 30, 2018, the number of disabled persons in the IDES workforce totaled 150 (Intermittents excluded). This represents 13 percent of the 1,160 employees who are employed by IDES.

### II. APPLICATION PROCESS PROCEDURES:

#### A. Review of Employment Criteria:

In cooperation with the EEO/AA staff, HRM staff developed an action plan to review all position descriptions utilized by the Department. The review specifically evaluated the duties and responsibilities to determine if any criteria screen out disabled individuals with disabilities. The action plan also provides for random review of positions posted to assure that all criteria are job related.

#### B. Pre-employment Inquiries

In cooperation with the EEO/AA staff, HRM staff reviewed and evaluated the current Department pre-employment practices. The action plan will include the following:

1. A review of the Department's selection procedures, including interviewing practices.
2. Standards for pre-employment interviews for persons with disabilities.
3. CMS is responsible for all testing and pre-employment counseling. IDES does not conduct any testing or pre-employment counseling.

### III. REASONABLE ACCOMMODATION:

The Department's policy on reasonable accommodations as formulated in the EEO/AA policy statement has been expanded and written into the Policy and Procedures Manual, Sections 1205.

It is the policy of the Department to comply with state and federal legislation, regulations and guidelines to ensure nondiscrimination in all aspects of the personnel process and work environment, and require reasonable accommodation be made for known qualified disabled individuals, unless it can be demonstrated that such accommodation would impose an undue hardship on program operation.

IDES policy regarding reasonable accommodations include procedures to ensure consistency in the approval or denial of accommodations.

The EEO/AA staff, in cooperation with the IDES EEO/AA network has established Department standards for reasonable accommodations and undue hardship decisions.

Responsibility for making reasonable accommodations has been vested in the EEO/AA and management staff. The Department recognizes that efforts made in providing reasonable accommodations is to be viewed as a process and will examine various types of accommodations if one type is rejected because of cost or practicality.

The Department recognizes that the responsibility of obtaining the equipment or service required for accommodations or auxiliary aids is the Department's and not the responsibility of the applicant or client.

The Labor Relations/EEO staff will work together to identify the need for reasonable accommodations when employees return to work from medical leave. Standardized process has been developed and incorporated into overall procedures.

#### IV. PHYSICAL ACCESSIBILITY FOR EMPLOYMENT

The Department will advise CMS its practice of requirements for compliance with state and federal regulations regarding physical accessibility for employment. CMS has responsibility for facilities management, leave negotiations, and space planning for all IDES facilities under Executive Order 10.

- A. Periodic inspection of all facilities including the areas used by applicants and claimants to ensure that ancillary areas are accessible to the disabled.
- B. Periodic reports of all Department work sites to ensure that the work sites and ancillary areas are accessible to employees who need them.
- C. Periodic update of procedures for the evacuation of all persons with disabilities individuals to ensure compliance with State policy.

# Labor Force Analysis for People with Disabilities

Agency: Illinois Department of Employment Security

Fiscal Year: 2019

Total Employees: 1,160

Percent of People with  
Disabilities in Illinois Labor  
Force: 4.53%

Labor Force Number: 52

Number of Employees with  
Disabilities in Agency: 150

Underutilization or Parity: P

*\* Based on the 2018 CMS Disability Survey, IDES currently employs 195 persons with one or more disabilities.*

## **REASONABLE ACCOMMODATION POLICY**

## 1205 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

### .10 PURPOSE

To provide policies and procedures for providing reasonable accommodation to the known disabilities of qualified IDES employees, job applicants, and clients.

### .20 POLICY STATEMENT OF REASONABLE ACCOMMODATION

It is the policy of the Illinois Department of Employment Security to comply with, among other state and federal laws, the Americans with Disabilities Act of 1990 (Titles I and II) (ADA), Americans with Disabilities Act Amendments Act of 2008, Environmental Barriers Act, Illinois Accessibility Code, Guide Dog Access Act, Illinois Information Technology Access Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Illinois Human Rights Act (IHRA). IDES provides or allows reasonable accommodation upon request to the known disabilities of qualified IDES employees, job applicants, and clients unless a reasonable accommodation will impose an undue hardship on IDES operations. An individual must request reasonable accommodation and establish he or she has a qualifying physical or mental disability. Then, if a reasonable accommodation will not impose an undue hardship, IDES provides or allows a reasonable accommodation that will enable a qualified employee with a disability to perform the essential functions of his or her job, a qualified job applicant with a disability to participate in the hiring process, or a qualified client with a disability to participate in and enjoy the benefits of IDES programs, services, and activities.

A qualified individual with a disability may request a specific reasonable accommodation. The specific request will be considered, but the reasonable accommodation that is provided and/or allowed to the individual will be determined by the Department in its discretion. A qualified individual with a disability is not required to accept a particular reasonable accommodation, but rejection of a reasonable accommodation may jeopardize the individual's status as a qualified individual with a disability. A request for reasonable accommodation may be denied if the individual who requested the accommodation poses a direct threat to the health or safety of the individual or others. See subsection .50. A reasonable accommodation may be rescinded by the Department if it later proves to pose an undue hardship or a direct threat to the health or safety of the individual who requested accommodation or others, or if the accommodated individual no longer is a qualified individual with a disability or requires the accommodation.

Inquiries regarding this policy or requests for copies of the reasonable accommodation policy or processing procedures must be directed to the Equal Opportunity Officer, Office of Equal Employment Opportunity/Affirmative Action, 33 South State Street, 10th Floor, Chicago, Illinois 60603-2802, Voice (312) 793-9290 /TTY (888) 340-1007 /Fax (312) 793-0302. Employees may also find relevant policies and procedures posted on its intranet site. (See subsections .30 through .70.)

### .201 Definitions of Terms

The definitions of terms provided in the ADA include the following:

*Direct Threat* is a significant risk of substantial harm to the health or safety of the individual requesting accommodation or others that cannot be eliminated or reduced by reasonable accommodation.

*Disability* is a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of such impairment, or being regarded as having such an impairment.

*Essential job functions* are the fundamental job duties of a job and do not include the marginal functions of a job.

*Qualified Individual with A disability* is any individual with a disability who with or without reasonable accommodation can perform the essential functions of the job the individual holds or desires or meets the essential eligibility requirements for receiving services or participating in programs or activities of a public entity.

*Undue Hardship* is an action requiring a significant difficulty or expense when considered considering such factors, including but not limited to, the nature and cost of the accommodation, the overall financial resources of the entity involved, the size of the entity, and the type of operations of the entity.

**.202 Methods of Reasonable Accommodation**

The following are some examples of methods that may be used to reasonably accommodate the disabilities of qualified individuals.

- Making existing facilities readily accessible to and usable by qualified individuals with disabilities
- The acquisition or modification of equipment or devices, appropriate adjustment of examinations, training materials, or policies, and the provision of qualified readers or interpreters.
- Modifications or adjustments to policies and procedures that enable a qualified individual with a disability to enjoy equal access to, participation in and the benefits and privileges of the jobs, hiring processes and programs, services, and activities of an entity.

**.203 Designation of ADA Liaison**

Each cost center manager designates a staff person as the ADA liaison, when possible. The ADA liaison assists qualified individuals with disabilities with filing requests for reasonable accommodation and complaints of discrimination based on their disabilities, including denials of requests for reasonable accommodation.

**.30 PROCEDURES FOR PROVIDING REASONABLE ACCOMMODATIONS**

**.301 Accommodating Employees with Disabilities**

Qualified IDES employees with disabilities desiring accommodation shall request reasonable accommodation by completing [Form EEO-5, Request for Reasonable Accommodation](#), and [Form EEO-7, Physician's Medical Review for Reasonable Accommodation Request](#). The forms shall be submitted through proper channels to the EO Office for decision.

The original forms EEO-5 and EEO-7 shall be sent to: Equal Opportunity/Equal Employment Opportunity Officer, IDES Office of Equal Employment/Affirmative Action, 33 South State Street 10<sup>th</sup> Floor, Chicago, Illinois 60603-2802.

All requests for reasonable accommodation must be submitted to the EO Officer whether or not they require an expenditure of funds. The EO Officer shall review the request and make every reasonable effort to respond to the employee within 10 working days from the date the request is received by the EO Officer, when possible.

The EO Officer may require the submission of medical documentation to support the need for reasonable accommodation. The EO Officer may require an employee to undergo independent medical evaluation at IDES expense. All medical documents shall be maintained in a confidential EEO file.

EEO will consult with appropriate parties, individually or jointly, when making a determination regarding an accommodation. The appropriate parties may include, but are not necessarily limited to, management, Labor/Management Relations (LMR), Human Resource Management, collective bargaining unit representatives, Job Accommodation Network (JAN), Illinois Interagency Committee on Employees with Disabilities, and other state and federal resources. Personal and medical information shall be treated as confidential and will be shared only on a need-to-know basis.

After all necessary documentation has been submitted, the EEO Office will review the request and make a final decision. A written decision shall be issued to the requesting employee. If the accommodation request is approved, EEO will notify all relevant parties in order to implement the request, including but not limited to, Procurement, DoIT, HRM, and Labor Relations. If the request is denied, EEO will notify the requesting employee via a written decision which shall include the basis of the denial and his/her appeal rights.

An individual dissatisfied with the resolution of a reasonable accommodation request can ask the IDES Director to reconsider the decision. An individual appealing the decision to the Director must file his/her request within 10 business days of the date of the decision. Filing an appeal to the Director will not extend the time limits for initiating administrative, statutory, or collective bargaining claims.

IDES employees provided reasonable accommodation shall be granted a reasonable period during regular working hours to familiarize themselves with and to develop reasonable competency in the use of any new aids, equipment, or devices provided to them.

IDES has entered into an agreement with AFSCME concerning reasonable accommodation for employees with disabilities, the specific language of which is set forth in the IDES/AFSCME Supplemental Agreement.

**.302 Accommodating Job Applicants with Disabilities**

Qualified individuals with disabilities applying for jobs with IDES have the right to request reasonable accommodation which will enable them to participate in all aspects of the hiring process, including submission of employment applications and participation in the examination and interviewing process. It is permissible to ask a job applicant whether he or she will need a reasonable accommodation to participate in the hiring process. A qualified job applicant with a disability is entitled to a reasonable accommodation during the hiring process even if it appears it will not be possible to provide a reasonable accommodation enabling the job applicant to perform the essential functions of the job for which the applicant has applied.

Job applicants may request reasonable accommodations in writing. The EO Officer or ADA Coordinator shall assist with the completion of reasonable accommodation request forms in order to process and document the request. Provision of auxiliary aids and services for individuals with impaired vision and/or hearing under subsection .40 may be initially approved by a manager. The original documents shall be forwarded to the EO Officer with copies retained with the application. Except for auxiliary aids and

services under subsection .40 initially approved by a manager, the EO Officer shall determine whether or not to grant the request, and shall make every reasonable effort to provide a response to the job applicant within five working days following the EO Officer's receipt of the request, when possible.

**.303 Accommodating Clients with Disabilities**

Qualified individuals with disabilities have the right to request reasonable accommodations which will enable them to participate in and enjoy the benefits of IDES programs, services, and activities in an equal and meaningful way.

IDES clients may request reasonable accommodation in writing. The EO Officer or ADA Coordinator shall assist with the completion of reasonable accommodation request forms in order to process and document the request. Provision of auxiliary aids and services for individuals with impaired vision and/or hearing under subsection .40 may be initially approved by a manager. The original documents shall be forwarded to the EO Officer with copies retained with the cost center. Except for auxiliary aids and services under subsection .40 initially approved by a manager, the EO Officer shall determine whether or not to grant the request, and shall make every reasonable effort to provide a response to the IDES client within five working days following the EO Officer's receipt of the request, when possible.

**.304 Acquisition of Equipment or Devices**

The equipment and devices that IDES will provide as a reasonable accommodation do not include personal use items needed to conduct daily activities such as hearing aids and eyeglasses. For individuals who are visually impaired, equipment or devices that may be provided include, but are not limited to, such items as adaptive computer hardware and software, electronic visual aids, braille devices, talking calculators, magnifiers, audio recordings, and braille material.

The EO Officer may consult with the Procurement Division to obtain vendor, cost, and specifications prior to ordering accommodation equipment. Procurement will assist EEO with ordering equipment using the procedures described in Section 3010, "Procurement of Goods and Services," of this Manual. The order request submitted by EEO will be charged to the cost center from which the request originated. If the equipment or device to be purchased is in the information technology category, the EO Officer may consult with DoIT regarding cost and specifications. The agency IT Coordinator will submit requests for IT equipment to DoIT through an Equipment Service Request (ESR) form and link. All reasonable accommodation requests will be flagged as such in the comment field for tracking purposes (e.g., reasonable accommodation request).

Requests for telecommunications equipment are routed through the agency's Telecom Coordinator, who will submit requests to Central Management Services and DoIT using the [Telephone Service Request form](#). (Telecom purchases are billed to IDES through the telephone bill.) **Note:** In rare instances (e.g., CMS cannot process the request because of budget or resource issues), telecom purchases may be made through the usual internal SAP process, beginning with entering a shopping cart (obligation request) by EEO.

Once ordered, Procurement, DoIT, or Telecom will notify EEO, by email, once the accommodation items are ordered, and will notify EEO of the anticipated delivery date following creation of the purchase order. EEO will, in turn, notify the requesting employee, by email, of the anticipated delivery date. Upon delivery, the equipment will

be bar-coded by Office Services (if it meets the cost threshold, which currently is \$500 or more).

The cost center and/or employee receiving the accommodation item shall notify EEO that the accommodation item was received. EEO will follow up with an employee who has been provided equipment or a device as a reasonable accommodation to ensure that the accommodation meets that employee's needs. Normally, the follow-up will occur two or more weeks following delivery to allow the employee a reasonable period to adjust to and develop competency in the use of the new aids or devices provided.

Equipment or devices purchased for reasonable accommodation purposes for employees are considered assigned to the requesting employee rather than to the cost center to which the employee is currently assigned. The equipment or devices will follow the employee in the event of the employee's transfer following the procedures set forth in Section 1101 of this Manual. EEO may reclaim the equipment or devices or transfer the equipment or devices to another employee upon request if the initial requester leaves the Department, is on an extended leave of absence, or no longer needs the accommodation. The cost center manager will notify EEO of any event that may result in the transfer or reassignment of the reasonable accommodation item. An OS-5 will need to be prepared by the cost center managers, when equipment is transferred or reassigned. Accommodation equipment cannot be transferred or reassigned to another employee without the express authorization from EEO. Cost center managers must notify EEO immediately if any equipment becomes available.

**.305 Use of Space Heaters**

Qualified IDES employees with disabilities whose physician recommends the use of a space heater as an accommodation shall request such accommodation by completing form EEO-5, Request for Reasonable Accommodation, and Form EEO-7, Physician's Medical Review for Reasonable Accommodation Request. The forms shall be submitted through proper channels through the EEO Office for decision. Refer to subsection .301 for proper submission of the forms and for procedures for providing reasonable accommodations. Space heater requests must be approved by CMS. The IDES EEO Office will process the request with CMS and inform the requesting employee of the final decision.

Once the EEO Office issues a written decision regarding the space heater accommodation request, CMS will be notified through a Space Heater Request Form. EEO must provide CMS with the employee's EEO-7, or an equivalent doctor's statement, with the form. CMS will then conduct an assessment of the employee's office or work area before approving the use of a space heater there. If CMS approves the use of the space heater in the employee's work area, they will notify the employee and EEO Office. The EEO Office will then issue an amended decision referencing CMS's approval or denial of the use of the space heater. The employee's manager will also be notified of the decision regarding the use of the space heater.

**.40 AUXILIARY AIDS AND SERVICES FOR INDIVIDUALS WITH IMPAIRED VISION/ HEARING**

This subpart explains what auxiliary aids and services are available to IDES employees, job applicants, and clients with impaired vision or hearing, and how to obtain them.

As stated in the notice, [Equal Opportunity is the Law](#), auxiliary aids and services are available upon request to individuals with disabilities. Such auxiliary aids include, but are not limited to, sign language interpreters, readers, taped texts, or other effective methods to

communicate with persons with impaired vision or hearing enabling them to perform the essential functions of their job, participate in the hiring process, or participate in the Department's programs, services, and activities, including the understanding of eligibility and appeal rights.

**.401 Text Telephone (TTY)**

A TTY is installed in the IDES Central Office to provide statewide service and referral information. TTY's are used by individuals with impaired hearing or speech to communicate by telephone. Persons with impaired hearing who have questions or require information about Department programs should be advised to use the TTY number: (888) 340-1007 and /or (866) 488-4016.

**.402 Illinois Relay Center**

The Illinois Relay Service, also known as Illinois Relay 711, is a 24 hour per day, seven days per week service which provides a communications link between persons using a text telephone and persons using a standard voice telephone. Specially trained communications assistants relay conversations over a telephone between a person using a TTY and a person using a voice telephone. This is done by communicating simultaneously with both parties. When the person using the voice telephone speaks, the communications assistant types the information to the TT caller. When the TT caller responds, the communications assistant voices the typed information to the person on the standard voice telephone. The Illinois Relay Service may be used by calling the following numbers: TT users dial (800) 526-0844 or 711. Telephone users dial (800) 526-0857 or 711. Spanish-to-Spanish users dial (800) 501-0864 (TTY) or 711. More detailed instructions and additional telephone numbers are listed in the Illinois Relay Service [website](#).

When the communications assistant answers, the caller provides the telephone number and the type of call the caller wants to make. The communications assistant places the call and, when the person answers, tells the caller to begin the conversation. Inquiries about the Illinois Relay Center should be directed to the EO Officer at (312) 793-9290.

**.403 Interpreter's Services for the Hearing Impaired**

When possible, the services of qualified volunteers should be used. If no volunteers are available, cost centers should consult the [Illinois Deaf and Hard of Hearing Commission](#) website to arrange for a qualified interpreter.

If necessary, other sources for sign language interpreters may be used such as those available through the Anixter Center - Chicago Hearing Society, (773) 248-9121, and the Chicago Area Interpreter Referral Service, Voice (312) 895-4300. If necessary, the EO Officer is available to help in procuring interpreter services.

**.404 Interpreter's Fees**

The cost center and the interpreter shall mutually agree upon a fee. The local office should attempt to provide the required services at the most economical cost. The level of fees paid to interpreters for the hearing impaired depends upon whether such interpreters are certified by the National Registry of Interpreters for the Deaf and their certificate type.

Cost centers should use petty cash for payment of interpreter's fees under \$50.00. Fees of \$50.00 or over require the cost center to enter a **requisition request** to obligate funds and to notify the EO Officer by submitting Form EEO-3. (See subsection .401.)

The cost center manager is responsible for submitting a monthly report to the EO Officer of all expenditures regarding the provision of auxiliary aids or services for persons with disabilities.

**.405 Reporting of Auxiliary Aids or Services Requested and Provided**

Whether or not an auxiliary aid or service to an individual with a disability is approved or denied, the cost center shall complete Form [EEO-3, Auxiliary Aids Program Accessibility](#) and submit it to the EO Officer.

**.50 INDIVIDUALS WITH DISABILITIES THAT POSE A DIRECT THREAT TO HEALTH AND SAFETY**

An individual with a disability that poses a direct threat to the health or safety of him or herself or others is not a qualified individual with a disability and, therefore, is not entitled to reasonable accommodation for that disability. The definition of a direct threat is provided in subsection .201. For further information, contact the EO/EEO Officer at (312) 793-9290.

**.60 COMPLAINTS**

IDES employees, IDES clients, and members of the general public may file complaints of discrimination, including discrimination based on disability, that relate to IDES programs, activities, or employment with the IDES Office of Equal Employment Opportunity/Affirmative Action under Section 1201 of this Manual, or with an outside federal or state agency. A list of various outside federal and state agencies and the time frames within which complaints must be filed with them is provided in subsection 1201.40 of this Manual.

**Note:** It is *not* necessary to file a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action before filing one with an outside agency.

**.70 REFERENCES**

The Americans with Disabilities Act of 1990 (42 USC 12101)

The Americans with Disabilities Act Amendments Act of 2008

Environmental Barriers Act (410 ILCS 25/1)

Illinois Accessibility Code (71 Ill. Adm. Code 400)

Illinois Information Technology Access Act (P.A. 095-0307)

Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794)

Title VII of the Civil Rights Act of 1964, as amended (42 USC 2000e)

The Illinois Human Rights Act (775 ILCS 5/1-101)

Parts 32, 33, and 38 of the regulations of the U.S. Department of Labor (29 CFR Part 32, 33, and 38)

Section 1.5 of the State Lawsuit Immunity Act (745 ILCS 5/1.5)

Part 2500 of the joint rules of the Department of Human Rights and the Human Rights Commission (56 Ill. Adm. Code 2500)

Section 1101, Property Control Procedures - Cost Center Managers, of the Procedures Manual

Section 1200, Equal Employment Opportunity/Affirmative Action Program: Statement of Policy and Complaint Investigation Procedure, of the Procedures Manual

Section 1201, Complaint Investigation Procedures, of the Procedures Manual

Section 1204, Monitoring Nondiscrimination in Delivery of Employment Service/Unemployment Insurance Functions, of the Procedures Manual

Section 3002, Petty Cash, of the Procedures Manual

Section 3003, Preparation of the NPS Request for the Obligation of Funds, of the Procedures Manual

Section 3010, Procurement of Goods and Services, of the Procedures Manual

Agreement between AFSCME and State of Illinois, Supplemental Agreement



## 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. Completed accommodation request forms should be submitted to the agency's EEO/AA Officer and/or the ADA Liaison at 33 S. State Street, 10<sup>th</sup> Floor - Mezzanine, Chicago, Illinois 60603. The agency EEO/AA Officer and/or the ADA Liaison can respond to questions about the accommodation process.

Name	Job Title
Cost Center Number & Work Address:	Home Address:
Work Phone:	Home Phone:
Disability/Impairment:	
Major Life Activity Limitations:	

Type of accommodation requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Purchase or modification of equipment                   | <input type="checkbox"/> Job restructuring or task modification           |
| <input type="checkbox"/> Reader, sign language interpreter or personal assistant | <input type="checkbox"/> Structural modification to worksite or facility  |
| <input type="checkbox"/> Modification of work schedule or leave policy           | <input type="checkbox"/> Reassignment to vacant position as qualified for |
| <input type="checkbox"/> Modification of examinations or training materials      | <input type="checkbox"/> Other  |

Describe the specific accommodations requested:

Describe the specific essential function(s) of your job that you are unable to perform without a reasonable accommodation:





# PHYSICIAN'S MEDICAL REVIEW FOR REASONABLE ACCOMMODATION REQUEST

**A. Disability Evaluation for** \_\_\_\_\_  
(Name)

*I authorize and permit the release of information about me and my medical/health care condition(s) and history, and of my medical/health care records, to the extent necessary to fully and accurately respond to the inquiries contained on this Form EEO-7.*

1. Diagnosis (if employee has multiple impairments, please submit a completed form for each)

Does the employee have a physical or mental impairment?    Yes                   No

What is the impairment?

Is the impairment permanent?    Yes                   No

If *not* permanent, how long will the impairment likely last?

Does the impairment affect a major life activity?                  Yes                   No

If yes, what major life activity(s) is/are affected?

- |  |                                    |                                   |  |
|--|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Caring for self         | <input type="checkbox"/> Walking   | <input type="checkbox"/> Hearing  | <input type="checkbox"/> Lifting       |
| <input type="checkbox"/> Interacting with others | <input type="checkbox"/> Standing  | <input type="checkbox"/> Seeing   | <input type="checkbox"/> Sleeping      |
| <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Reaching  | <input type="checkbox"/> Speaking | <input type="checkbox"/> Concentrating |
| <input type="checkbox"/> Breathing               | <input type="checkbox"/> Thinking  | <input type="checkbox"/> Learning | <input type="checkbox"/> Reproduction  |
| <input type="checkbox"/> Working                 | <input type="checkbox"/> Toileting | <input type="checkbox"/> Sitting  |  |
| <input type="checkbox"/> Other: (describe) _____ |                                    |                                   |  |

## B. Accommodation Evaluation

What job function(s) is the employee unable to perform due to his/her disability without accommodation(s)?  
(Please refer to job description attached to this form)

**C. Prognosis.**

Please provide any suggestions regarding accommodation of the employee's impairment that will enable the employee to perform the essential functions of his/her job?

What specific accommodations do you recommend?

**D. Additional Comments.**

Attending Physician's Signature

Date

X

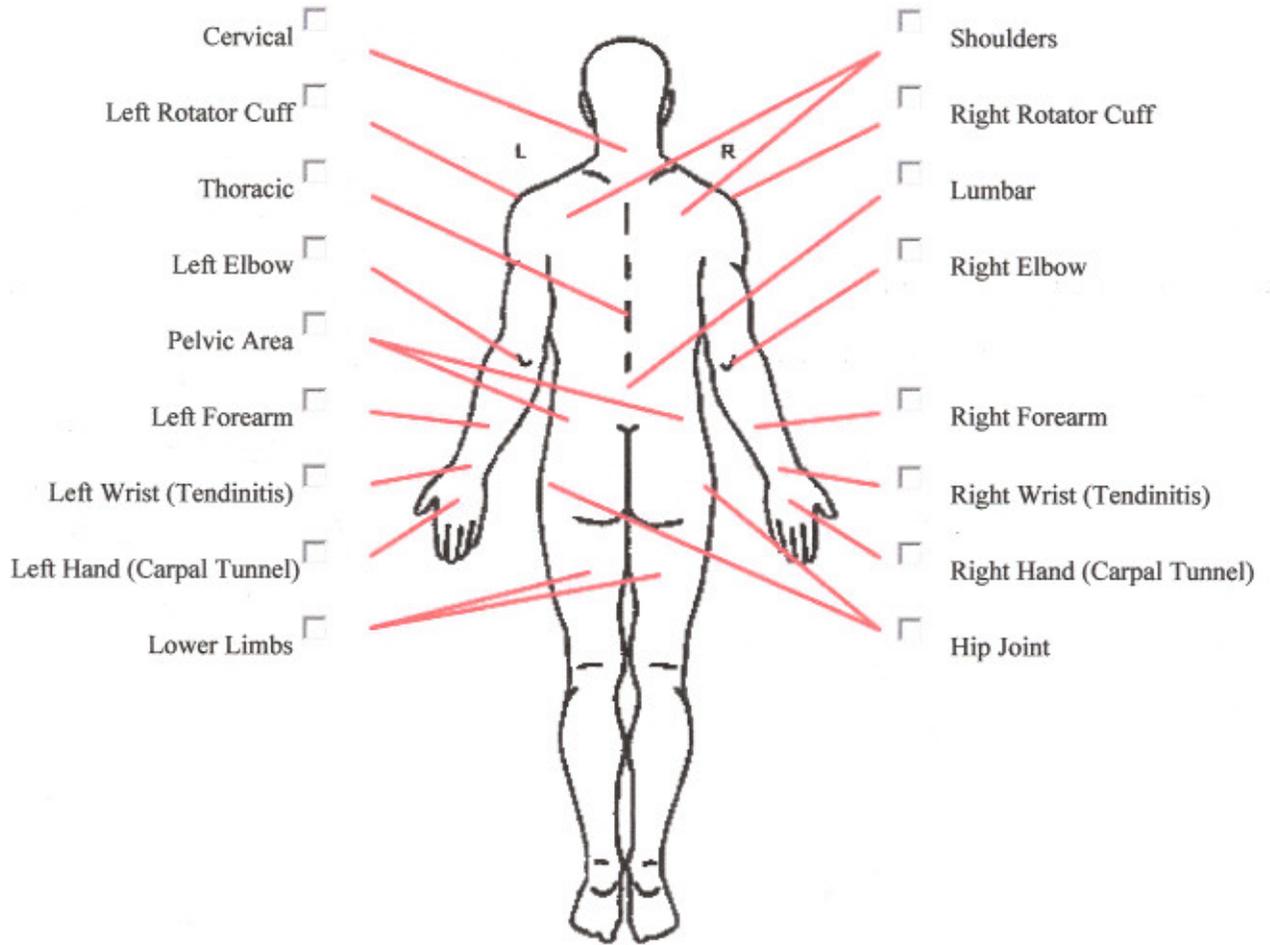
Attending Physician's Name  
(Print)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Injuries or areas of concern?



Complete and return with Physician's Medical Review (EEO-7)

# **EMERGENCY EVACUATION PROCEDURES**

## 1105 SECURITY OF IDES CENTRAL OFFICE AND SPRINGFIELD BUILDINGS

### .10 BACKGROUND

The Department provides for the security of personnel, property, and the IDES building premises at Central Office, Chicago, and at the 607 E. Adams building, Springfield (Springfield building), by the deployment of security guards and an access control system using picture identification badges.

The access control system, installed at each IDES floor entrance and additional entrances as required, operates using ID badges, badge readers, and a micro-processor. The system features an alternative to conventional locks and, if a card is lost or stolen, provides for voiding the card and replacing it without interfering with the system's security.

### .20 ACCESS CONTROL SYSTEM

Using the access control system, employees with access authorization gain entrance to work areas by placing their pictured ID badges within four to 12 inches of the badge reader. If the employee does not have authorization, access will be denied and the badge reader will emit a number of beeps.

All Chicago Central Office and 607 E. Adams building employees are issued access control identification ID badges. All Chicago Central Office badges have Chicago general access coding. The Springfield building badges have Springfield general access coding.

Access approval to the Springfield building for staff with Chicago Central Office badges or to the Chicago Central Office for staff with Springfield building badges or IDES staff from other offices who require special access to either location must be approved by the General Services Division Manager before the additional access is granted.

All Chicago Central Office employees entering or leaving the building on weekends, during holidays, or before 6:00 a.m. or after 6:00 p.m. on weekdays must show an ID badge and sign in and out at the 36 S. Wabash Avenue lobby security guard desk.

**Note:** Chicago Central Office secured areas of access are the Attorney General's Office and the Computer Room. The Springfield building secured area of access is the second floor server room. Optional areas of access at the Chicago Central Office are the Input/Output (I/O) area of the computer room and the mailroom. The signature of the employee's cost center manager is required on the [Security Badge Request form](#) for authorization to access optional areas.

### .201 Misplaced, Lost, or Replacement Badges

Anyone who misplaces or loses his or her badge must advise his or her cost center manager. The cost center manager will fill out the Security Badge Request form or prepare a memorandum with his or her signature approval and submit it to IS-Technical Services and Security Division (TSS) for a replacement.

Employees attempting to gain access to a floor, who have either lost, misplaced, or left their ID at their desk or at home, must display another form of identification, e.g., driver's license, Secretary of State picture ID, etc., at the guard station. The employee will be allowed to phone their respective office manager or designee. The manager or designee will bring the employee a temporary badge and sign them in so they may be able to gain entry into the work area. **Note:** A supply of temporary badges has been assigned to all cost center managers for such occasions.

**.202 Assignment of Badges for Identification Purposes**

Identification badges without access control coding are available to all IDES employees assigned to locations other than the Chicago Central Office or Springfield building. For purposes of promoting consistency and professionalism throughout the Department, non-access identification badges should be obtained for all employees not assigned to these two offices. The non-access badges have the same general appearance as the coded badges. Office managers should complete a Security Badge Request form for each employee and submit the forms to the Human Resource Management location as instructed by HRM. Human Resource Management staff will make arrangements with individual offices to take employee photographs. Badges will be prepared by TSS and sent to each requesting office.

**.203 Damaged Badges**

Employees shall advise the TSS Manager if their access control badge malfunctions. The badge will be checked and, if necessary, a replacement will be issued.

**.204 Separated or Relocated Employees**

Managers shall retrieve badges from IDES and contractual employees under their supervision at the time of their resignation, retirement, other separation, or transfer, and shall return them to the TSS Manager. Human Resource Management will provide the TSS Manager with a monthly report of all employee separations.

**.30 SECURITY GUARD SERVICE**

Department security guards for the Chicago Central Office are provided by a contractor and are stationed at both the 33 S. State Street and 36 S. Wabash Avenue entrances on the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> floors. Building security guards provided by the owners of the Sullivan Center (current Central Office location) are stationed in the State Street and Wabash Avenue ground floor lobbies.

**Note:** Any breach of security at the Central Office will warrant a joint response from both Sullivan Center and IDES security personnel.

**.301 Sullivan Center Security Guard Responsibilities (36 S. Wabash and 33 S. State Ground Floor Lobbies)**

The contractor providing Sullivan Center security guard services has the following responsibilities:

- Ensure that all security staff maintain a professional and well-groomed appearance
- Ensure that no unauthorized personnel remain at a security desk
- Prepare written reports of all incidents/accidents involving IDES staff or visitors and submit them to the IDES General Services Division

**Note:** Sullivan Center ground floor lobbies are opened and guarded as follows: 33 S. State Street, Monday through Friday, 7:00 a.m. to 8:00 p.m.; 36 S. Wabash Avenue – 24 hours a day, seven days per week. After regular working hours, the security phone number is (312) 425-1506 or (847) 894-7804. These phone numbers will ring at the Wabash security desk.

If an IDES worker or his/her visitors remains in the Central Office after normal working hours, the worker should report that fact to Sullivan Center building security via phone. These phone reports should be made only when the worker remains in the building after 6:00 p.m. and should be made to the security guard stationed in the first floor Wabash lobby at (312) 425-1506 or (847) 894-7804. This procedure will assist the Chicago Fire Department in locating persons who may need assistance in evacuation during an emergency event, and may help to confirm successful evacuation.

**.302 IDES Security Guard General Responsibilities (Central Office)**

Security staff stationed at the Central Office elevator lobbies on the eighth through eleventh floors have the following responsibilities:

- Cordially greet all staff, visitors, customers, and tradespersons entering the IDES premises and determine where to direct individuals as needed
- Ensure that individuals entering IDES premises have proper ID
- Maintain a sign-in/sign-out log; issue temporary badges and property passes to visitors and vendors; and collect badges and passes when visitors and vendors leave the premises
- Inspect all suspicious looking packages left abandoned in or leaving the building and ascertain validity of property passes
- Assist and interact with other guard services on site to maintain a secure work environment
- Monitor all equipment and furniture leaving each floor and ensure that removal is authorized by a valid property pass or a completed OS-5 signed by an authorized person
- Issue temporary property passes to vendors entering IDES floors to service IDES equipment or to demonstrate the vendor's equipment to IDES staff
- Monitor elevators for proper running; alert Security Supervisor if an alarm sounds; determine which elevator seems to be malfunctioning; complete a log report of the incident; call General Services promptly at (312) 793-5543 to report the incident; and, if needed, assist in resolving problems
- Secure facility for closing
- Prepare written reports of all incidents/accidents and submit them to the IDES General Services Division

**.303 Lost and Found**

A lost and found section has been set up in Room 1186 (Wabash lower level) and is maintained by IDES security. To inquire about lost articles, call 793-5778.

**.40 VISITORS TO IDES**

All IDES visitors and vendors are required to wear a visitor's identification badge while on the Department's premises. Upon visiting IDES premises, visitors will be advised by the security guard to pick up an identification badge at the visited floor. The guard then contacts, by telephone, the person or persons being visited, who, in turn, comes to the guard station and escorts the visitor(s) to the appropriate area or room.

Each guard station maintains a log, which includes a section for visitors to sign in and out. The log also includes the time and the name of the person(s) visited. Managers, whose staff expect visitors, should submit their names, the days and times of the appointments, and the names and telephone extensions of staff with whom the visitors have appointments, by memo to the General Services Division.

For groups of six or more visitors to the Central Office, whether non-Department personnel or IDES employees from other locations, a [Pre-Arranged Meeting Notice](#) memo should be sent to arrive three days in advance at the General Services Division. Information, such as conference room locations for staff meetings, training classes, etc., should be included, even where no notice memo is required. If a series of individuals will be arriving at different times (such as for hiring interviews) specific times should be noted.

Tradespersons or vendors providing services or making repairs report to the guard station to obtain visitors badges. The guard then contacts the person for which the service is being provided. That person, in turn, comes to the guard's desk and escorts the visitor(s) to the appropriate worksite.

**.50 PROPERTY PASSES - REMOVAL OF ITEMS FROM THE CENTRAL OFFICE**

The following four color-coded property passes are used to monitor and govern the entry and removal of items from the Central Office.

*Pink – Employee One-Time Pass.* All employees leaving the Central Office with furniture, equipment, and/or supplies must have a written property pass. This temporary, one-time pass must be authorized by their division manager or designee.

*White – Tradesperson/Vendor One-Time Pass.* In addition to obtaining a visitor's badge, the tradespersons or vendors with equipment receive this pass written by the floor guard issuing the badge. This temporary, one-time pass is affixed to the equipment being brought into the building. It is removed when the visitor leaves the building.

*Red – Employee Regular-Use Pass.* Employees who carry equipment such as laptop computers, overhead projectors, etc., to and from the building on a regular basis will be issued a red (permanent), computer-generated pass by the General Services Division as authorized by their division manager or designee. This numbered pass is laminated and bears the employee's name as well as other pertinent information. It also describes the equipment authorized for removal. For verification purposes, a red tag bearing the number of the pass will be affixed to the equipment.

*Blue – Tradesperson/Vendor Regular-Use Pass.* As above, tradespersons or vendors who carry equipment such as laptop computers to and from the building on a regular basis are issued a blue computer-generated pass by GSD as authorized by the IDES division manager or designee overseeing their operation. This numbered pass has a six-month expiration, is laminated, and bears the vendor's name as well as other pertinent information. It also describes the equipment authorized for removal. For verification purposes, a blue tag bearing the number of the pass is affixed to the equipment.

*Property Pass Request Forms.* Request Forms for [Red](#) and [Blue](#) Permanent (Regular Use) Property Passes are available on the Intranet.

**Note:** Even where a pass is shown, IDES security guards are authorized to question individuals bringing items into or removing any items from the premises. The questions may include inquiries about the individual's name, cost center, division, and identification card. Security guards may also request that suspicious looking packages be opened for inspection. Repairmen and tradespersons removing items from the building are subject to the same inquiries by security guards.

## .60 REFERENCES

The IDES [Emergency Handbook](#), which contains emergency procedures for IDES facilities, is published separately from this Section of the Manual. Copies are distributed to all staff and posted on the IDES Intranet. Additional copies can be obtained from the General Services Division. The purpose of the Handbook is two-fold:

- To provide information to each employee necessary to ensure an orderly, safe, and efficient evacuation in the event of an emergency and eventual reentry into IDES facilities; and
- To ensure the prompt restoration of normal operations following a disaster.

The Handbook covers the following topics:

- Procedures for emergency building evacuation in the event of fire, explosion, power failure, severe weather, acts of violence, bomb threats, floods, and earthquakes
- What to do if bomb threats are received
- Guidelines for medical emergencies including the treatment of ill or injured employees
- Location of staging areas (rally points outside the building). The rally point for Central Office employees is the plaza on the SE corner of Wabash and Monroe Streets.
- Reentry following evacuations

The agency's [Violence Prevention Plan](#), which provides detailed information related to acts of violence in the workplace, is also accessible via the agency's Intranet homepage.

# Illinois Department of Employment Security

## EMERGENCY HANDBOOK



**Updated By:  
IDES General Services  
AUGUST 2017**

### **Emergency Handbook Procedure**

- A copy of the Emergency Handbook will be placed on the Intranet
- Management from each field office will complete the document with a site specific evacuation plan.
- Local office management will send an electronic copy to the regional office for their records

**Staff will review and acknowledge the procedures annually during the first week of October and forward acknowledgment to HRM by October 15<sup>th</sup>.**

# Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>Your Worksite Evacuation Plan .....</b>	<b>1</b>
<b>Central Office Evacuation Plan .....</b>	<b>2</b>
<b>Other Types of Crises .....</b>	<b>3</b>
<b>Electrical Power Failure.....</b>	<b>3</b>
<b>Tornado, Flood, Earthquake, Blizzard.....</b>	<b>3</b>
<b>Telephoned Bomb/Terrorist Threat.....</b>	<b>4</b>
<b>Bomb Threat Communicated by Means other than Phone.....</b>	<b>4</b>
<b>Suspicious or Unusual Object Received .....</b>	<b>4</b>
<b>What to do if you are Injured or Become Ill at Work.....</b>	<b>5</b>
<b>Bomb Threat Checklist.....</b>	<b>6</b>
<b>Suspicious Package Guidelines.....</b>	<b>7</b>
<b>Active Shooter Incident Preparedness.....</b>	<b>8,9,10,11,12</b>
<b>Acknowledgment Signature page.....</b>	<b>13</b>

**Introduction**

This *Emergency Handbook* contains details of appropriate responses to various types of emergencies. Read it carefully so that you will be able to act prudently in any actual emergency. Knowing what to do if you need to evacuate your worksite can save your life or the lives of others.

**Your Worksite's Emergency Evacuation Plan**

Each IDES worksite should have a formal Worksite Emergency Evacuation Plan, similar to the Central Office Evacuation Plan.

**All IDES employees are required to:**

- Study the Worksite Emergency Evacuation Plan now, before an emergency happens. Know it well enough to accomplish an evacuation in the dark.
- Participate in all emergency evacuation exercises and drills.
- Formally report to the worksite manager any abnormalities, breakdowns, or malfunctions of the worksite's life-safety systems (e.g., missing or empty fire extinguishers, burned out light bulbs, broken emergency "Exit" signs, etc.).
- During an emergency event, comply with the procedures of the Emergency Evacuation Plan to quickly, calmly, and safely evacuate the worksite.

**PLEASE TAKE TIME TO REVIEW THE TWO PART VIDEO BELOW.**

<http://www.youtube.com/watch?v=ZSXOVcfaKyQ>

<http://www.youtube.com/watch?v=JvTdio7pjB4>

If you have any questions regarding your Worksite Emergency Evacuation Plan, contact your local office manager, regional manager, or cost center manager.

## Central Office Emergency Evacuation Plan

Begin by using the **C-A-L-M** method.

- **Call 911**
  - **Alert fellow employees**
  - **Listen for instructions- keep quiet**
  - **Move quickly when instructed to evacuate**
- 
- Remember to stay calm.
  - If you are in the presence of fire, quickly close the door (if there is one) to contain the fire.
  - Obey instructions issued by your emergency evacuation team members or local fire department personnel. Move quickly and quietly.
  - Be ready to help your co-worker who may need assistance.
  - Quietly proceed with your emergency evacuation: This will enable you to hear special instructions that may be issued by your worksite emergency evacuation team members or by local fire department personnel.
  - Do not use elevators unless you are instructed to by fire department personnel.
  - Quickly and safely proceed to your pre-determined outside rally point.
  - **Central Office Rally Point is Millennium Park (Michigan and Monroe)**
  - **Springfield DIR Office Rally Point is 6<sup>th</sup> St and Adams**
  - **Report to an IDES Fire Warden for roll call at the outside rally point**
  - **It is critical that we account for all employees who have been evacuated to determine if anyone is missing and requires assistance.**
  - Stay at your rally point unless instructed to move by fire department personnel or by a member of your worksite's emergency evacuation team.
  - Refer all media inquiries to your manager.
  - Do not reenter the worksite after you have evacuated unless you are instructed to do so by fire department personnel.

If the fire is small and can be attacked with a fire extinguisher, ask a co-worker to employ the **C-A-L-M** method while you use the **P-A-S-S** method to operate the fire extinguisher:

- **Pull and remove the fire extinguisher circular lock pin.**
- **Aim and spray the cone of the fire extinguisher at the base of the fire.**
- **Spray the fire extinguisher by pressing down the lever.**
- **Sweep the fire extinguisher from side to side.**

Note: Do not return the fire extinguisher to its holder once it has been discharged, even if only for a few seconds. Set it aside.

Central Office: Contact the IDES General Services Division at 312-793-7801 to arrange for recharging of the used fire extinguisher.

## Other Types of Crises

### Electrical Power Failure

- Immediately report the condition to your worksite manager or designated employee.
  - Central Office Contacts
    - John Rogers (312) 793-5543
    - Andres Garibay (312) 793-4729
    - Helen Cashman (312) 793-7801
  - Springfield Director's Office
    - Tom Dilbeck (217) 558-1231
    - Gina Wilson (217) 524-8474
  - Field Offices:
    - Managers / Supervisors will report to the regional manager

### Tornado, Flood, Earthquake, Blizzard

If you are instructed to evacuate, follow the procedures contained in your Worksite Emergency Evacuation Plan.

During all natural disasters, if circumstances and life safety concerns permit, shut down your computer equipment. Do not use phones and do not use elevators.

In the event of a **tornado**, if evacuation is not possible or advisable due to time constraints or life safety concerns:

- Move to a lower level in your building, preferably below ground level,
- Move to an area where there are no windows or to the center of the floor, far from any windows
- Lie down under a desk or table, curl up to protect your head and eyes.

In the event of a **flood**:

- Immediately notify the local fire, police, or sheriff's department that your worksite is in peril and ask for instructions,
- Move to a higher area of your building, preferably the outer perimeter of the top floor of your building,
- Do not attempt to operate any electrical switches or equipment,
- Calmly wait for emergency rescue personnel.

In the event of an **earthquake**:

- Follow the procedures of your Worksite Emergency Evacuation Plan.
- Once outdoors, proceed to an open area.
- Do not stand under or near trees, electrical power lines, telephone poles, or signs.
- If inside facility, stand in a doorway and hold your position.
- Please note that the initial earthquake tremors last for approximately 60-90 seconds.

In the event of a **blizzard**, do not leave your worksite until you have confirmed the roadways are sufficiently clear for travel. It is safer for you to postpone traveling until highway management personnel have declared roadways open for travel.

### Telephoned Bomb/ Terrorist Threat

IDES policy directs employees to treat all types of threats seriously, including bomb threats. Please follow the procedures if you receive a threat by phone.

- Keep calm. If the threat is being issued by phone, try to keep the caller on the phone by engaging in a conversation. Speak slowly.
- Discreetly notify your worksite manager, supervisor, or a co-worker while the caller is on the phone without alerting the caller. For example, pass a written note to a co-worker or send an e-mail to a supervisor.
- If your telephone desk-set is equipped with Caller ID function, write down the caller's telephone number.
- Carefully listen to the caller. Try to discern accents, mannerisms, slang, phraseology, and mispronounced words.
- Listen for background noise; try to identify the noise and think of places where you would likely hear this type of noise.
- Seek as much information as possible regarding the type, size, location, and appearance of the bomb and time of detonation.
- If possible, write down everything the caller says.
- Do not hang up the phone, even if the caller disconnects.
- Do not excite other people in your workplace.
- The Bomb Threat Checklist and Report are intended to help guide you through the information gathering process if you receive a bomb threat via telephone, and the report must be completed. The original and two copies should be given to your worksite manager, retain one copy for yourself.

### Bomb Threat Communicated other than Phone

If you open regular letters delivered via US Mail or by messenger service that contain a bomb threat, remain calm and immediately notify your worksite manager. Do not touch or handle the envelope, the letter, or any other contents of the envelope. Your worksite manager will initiate crisis response activities.

If you receive a bomb threat via **e-mail**, remain calm and immediately notify your worksite manager and print a copy of the e-mail document. Do not erase the e-mail document. Do not attempt to reply or forward the e-mail document. Your worksite manager will initiate crisis response activities.

### Suspicious or Unusual Object Received

If you receive or handle a suspicious or unusual **parcel or letter**, do not open it. Remain calm and immediately notify your worksite manager. In additions, try not to touch or handle the parcel or letter. The terms "suspicious" and "unusual" should include parcels or letters that do not have a return address or have a sender's name that is not appropriate for the addressee, have an excessive amount of extra or unrecognizable postage stamps, or are addressed in handwriting that appears to be unclear, unorthodox, uncommon, bizarre, or otherwise unusual. Your worksite manager will initiate crisis response activities.

If you have **opened a suspicious or unusual parcel or letter**, remain calm and immediately notify your worksite manager. Describe the contents of the parcel or letter to your worksite manager. Your worksite manager will initiate crisis response activities. If it appears that an explosive device is present, it is likely that you will be instructed to evacuate the premises with your co-workers. If it appears that an infectious, poisonous, or toxic agent is present, it is likely you will be instructed to temporarily hold your position until life safety professionals (police, fire, and health care professionals) arrive at the scene to limit contaminations that can result from incidental contact that you could have with your co-workers.

See FBI Advisory on Suspicious Letters and Packages on the IDES Intranet at (<http://intranet.ides.state.il.us/emergency/fbiposter.pdf>)

### **What to Do if You Are Injured or Become Ill at Work**

A work related injury or illness may be eligible to be indemnified under Workers' Compensation Insurance. Therefore, IDES employees are required to report **all** work related injuries and sicknesses in accordance with established reporting procedures and established reporting timetables. If you have questions about the procedures for filing Workers' Compensation Insurance claim or if you need additional information, please speak with your worksite manager or please contact the benefits unit of IDES Human Resource Division at (312) 793-9334.

- If an injury or illness appears to be severe, it is advisable to:
- Request assistance from your immediate supervisor, worksite manager, designated employee, or co-workers
- Contact 9-1-1 or the emergency response telephone number of the local fire department or hospital,
- An IDES employee should meet emergency personnel at the ground level doors, if possible, to direct them to the affected person(s),
- Be prepared to brief the emergency medical personnel on the nature of the illness or injury, background information and medical history, if known,
- Ask for instructions before moving an injured or ill person since certain conditions can become aggravated if the person is moved.
- The injured or ill employee's designated emergency contact or family is to be notified as soon as possible either by the employee's immediate supervisor or by the worksite manager.

### BOMB THREAT CHECKLIST

Exact time of call \_\_\_\_\_ Date \_\_\_\_\_ Phone no. call received at \_\_\_\_\_

Exact words of caller \_\_\_\_\_

#### QUESTIONS TO ASK

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

#### CALLERS VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

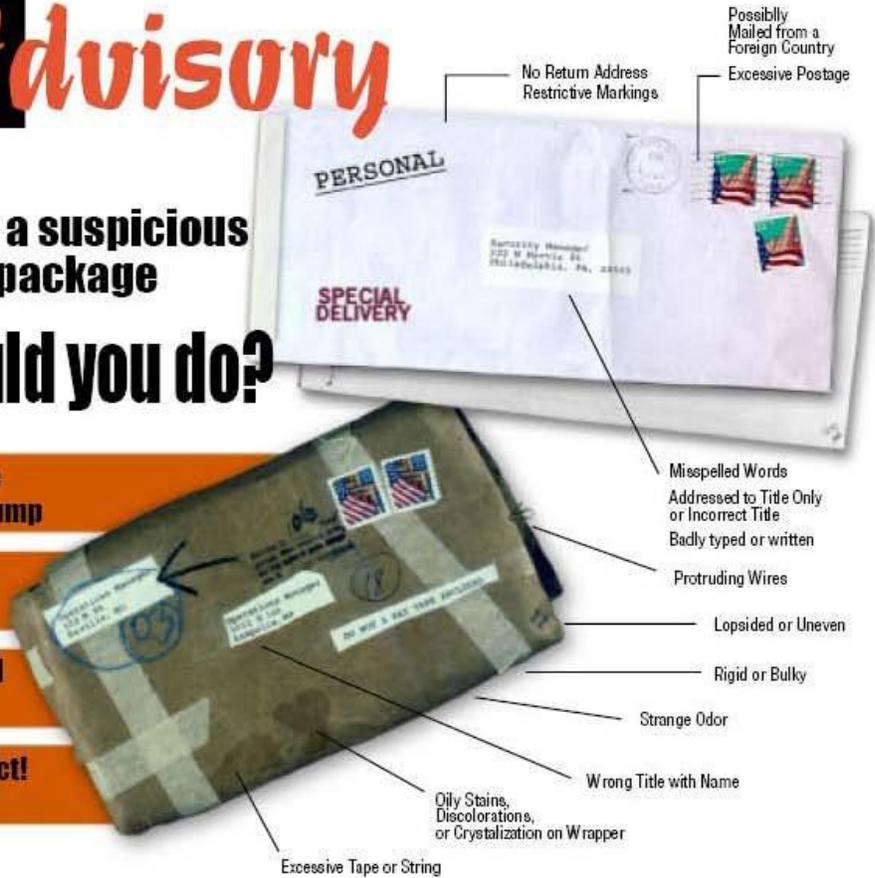
Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

# FBI *Advisory*

## If you receive a suspicious letter or package What should you do?

- 1** Handle with care  
Don't shake or bump
- 2** Isolate and look for indicators
- 3** Don't Open, Smell or Taste
- 4** Treat it as Suspect!  
Call 911



## If parcel is open and/or a threat is identified...

**For a Bomb**  
Evacuate Immediately  
Call 911 (Police)  
Contact local FBI

**For Radiological**  
Limit Exposure - Don't Handle  
Distance (Evacuate area)  
Shield yourself from object  
Call 911 (Police)  
Contact local FBI

**For Biological or Chemical**  
Isolate - Don't Handle  
Call 911 (Police)  
Wash your hands with soap and warm water  
Contact local FBI



Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Local FBI Office \_\_\_\_\_

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)

GENERAL INFORMATION BULLETIN 2000-3  
Produced by:  
Bomb Data Center  
Weapons of Mass Destruction Operations Unit

## Active Shooter Incident Preparedness



### What is an Active Shooter?

An active shooter is one or more armed subjects who, by force of violence, engage in a random or systematic assault on a place occupied by other people with the intent to harm any or all of those citizens. Incidents involving active shooters are chaotic, rapidly evolving and normally short in duration.

## Overview / Timeline

- Prior to Incident
  - Preplanning
- At the Beginning of Incident
  - Options for Individual Response
- When Law Enforcement Arrives
  - Stopping the Threat

## Prior to Incident – Preplanning

- Preplanning & understanding the threat is key to preventing or surviving an active shooter incident.
  - Make a plan for your work area and yourself
    - **Exercise your plans with first responders.**
  - Be aware of your environment.
  - Take note of the nearest exits in any facility you visit.
  - Locate good hiding spots in the event you are unable to escape.
  - Call your local police if you observe any suspicious activities or individuals.

## Run

- Run – If you can get away from the area, do so.
  - Know your escape route(s).
  - Do not take your belongings.
  - Help/encourage others to escape.
    - Don't stop for injured people.
  - If police officers are encountered, keep hands visible and follow directions.

## Hide

- Hide – If evacuation is not possible...
  - Remain out of the shooter's view
  - Find an area with a door that closes and locks
    - Cover vs. Concealment
  - Block door with heavy items
  - Stay quiet (cell phones, radios, televisions)

## Fight

- Fight – For an untrained person, fighting should be the last resort and only undertaken if your life is in imminent danger.
  - Goal should be to disrupt or incapacitate the shooter(s).
  - Actions could include:
    - Using weapons at hand.
      - i.e. edged weapons or heavy objects.
    - Throwing items
    - Acting aggressively / loud
    - If a person chooses to fight, they must be “all in.”

## When Law Enforcement Arrives

- When you see Law Enforcement Officers.
  - Remain calm.
  - Drop anything in your hands.
  - Keep your hands raised / visible.
  - Follow directions given by officers.
  - Expect to be frisked for weapons.

## When Law Enforcement Arrives

- What to expect from Law Enforcement Officers who respond.
  - Police officers will normally make entry in teams of 4.
    - Officers may respond in teams of 2 or alone depending on training and on situation.
  - Police officers may be in uniform or wearing tactical gear (bulletproof / load bearing vests, helmets).
  - Police officers **WILL** be armed and weapons (pistols, rifles and/or shotguns) **WILL** be held and ready.
  - Police officers will give commands and may force individuals to the ground for the safety of everyone involved.

## Additional Resources

- Department of Homeland Security Active Shooter Preparedness
  - <http://www.dhs.gov/active-shooter-preparedness>
- Federal Bureau of Investigation
  - <https://www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents>
- 3 Minutes to Live
  - <http://threeminutes.illinois.edu/>
- IEMA / Ready Illinois - Active Shooter Informational Resources
  - <http://www.illinois.gov/ready/plan/Pages/Active-Shooter-Informational-Resources.aspx>

State of Illinois  
Department of Employment Security

**EMPLOYEE ACKNOWLEDGEMENT OF EMERGENCY PROCEDURES**

Each employee of the Illinois Department of Employment Security is required to read the Emergency Handbook and review the evacuation procedures at the time they are hired and each year thereafter.

I, \_\_\_\_\_, hereby acknowledge that I have received the Emergency Handbook and am responsible for reading and abiding by the evacuation procedures. This acknowledgement will be completed on an annual basis by October 15<sup>th</sup>.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**This receipt must be signed, dated and returned to HRM via email, [DES.HRM@illinois.gov](mailto:DES.HRM@illinois.gov)  
Or mailed to: IDES Human Resource Management, 33 S. State St.  
8<sup>th</sup> Floor, Chicago IL 60603**

## **SECTION VI**

## **APPLICABLE EEO LAWS**

### **CIVIL RIGHTS ACT OF 1964, as amended**

[Title VI](#) prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

[Title VII](#) prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof. State enforcement authority for Title VII is responsibility of the Equal Employment Opportunity Commission (EEOC).

### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964, which 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 court of law.

### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. 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.

## CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of “business necessity” and “job related” as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decision, expands the scope of relevant civil rights statutes.

## AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

## REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

## EQUAL PAY ACT OF 1963

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 equal skill, effort, and responsibility, and which are reformed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces the Act.

## AMERICAN 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, housing, 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 issued new regulations under the Act.

## FAMILY MEDICAL LEAVE ACT 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 service member 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 service member. 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.

### [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 discrimination against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is 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.

## SECTION VII



Bruce Rauner  
Governor

Jeffrey D. Mays  
Director

Date

Name  
Address  
City, Illinois ZIP

Dear Mr./Ms. ,

On behalf of your many colleagues at the Department of Employment Security, I wish to thank you for your service and dedication to this department and to the people and businesses of Illinois who have called upon this agency for assistance. Your hard work and efforts to help this agency achieve its mission of service and support is very much appreciated.

As you know, one of the goals of IDES is to serve our customers in a courteous and efficient manner, while maintaining a good work environment for our employees. We firmly believe that there is always room for improvement. Please help us make the changes necessary to improve our service and our working environment.

IDES' Equal Employment Opportunity (EEO) Office has developed an exit questionnaire that when candidly completed will provide the kind of information that will help us improve our service and working environment. Responses to the questionnaire are voluntary and will be kept *strictly confidential*. I have enclosed a copy of the questionnaire and an envelope pre-addressed to EEO for your completed response. Your response and those of others will enable us to better assess where we are now and how we should improve to prepare for the future.

It is my sincere hope and strong belief that your honest assessment of your tenure at IDES can only aid us in preparing ourselves for the challenges and opportunities ahead. Your assistance in this matter will be invaluable to us all.

May you encounter continued success and achievement in your future endeavors.

Sincerely,

A handwritten signature in blue ink that reads "Anna L. D'Ascenzo".

Anna L. D'Ascenzo

Illinois Department of Employment Security

EEO Manager

Phone: (312) 793-9290

[Anna.dascenzo@illinois.gov](mailto:Anna.dascenzo@illinois.gov)

**CONFIDENTIAL**

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
VOLUNTARY EXIT QUESTIONNAIRE FOR SEPARATING EMPLOYEES**

Instructions: Under Illinois Department of Human Rights rules, this exit questionnaire must be provided to all executive branch State employees at the time of their separation from State employment, whether their separation is voluntary or involuntary. The completion of this exit questionnaire is voluntary on the part of the employee. If you choose to complete this questionnaire, please send it in a sealed envelope to:

Illinois Department of Employment Security  
Office of Equal Employment Opportunity/Affirmative Action  
33 South State Street, 10<sup>th</sup> Floor  
Chicago, Illinois 60603  
312/793-9290 - voice  
TTY/Nextalk 1/888/340-1007

Exit questionnaires are maintained by the IDES Office of Equal Employment Opportunity/Affirmative Action in files separate from IDES personnel and labor relations files, and are subject to review by the Illinois Department of Human Rights.

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

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

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

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

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Were you terminated while still in your probationary period? Yes\_\_\_ No\_\_\_ If yes, what could have been done to help make your probationary period successful 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 your working conditions were satisfactory? Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the pay you received, Yes\_\_\_ No\_\_\_, and promotions? Yes\_\_\_ No\_\_\_  
Explain: \_\_\_\_\_

Did you receive bilingual pay? Yes\_\_\_ No \_\_\_ If yes, do you feel it was an appropriate  
amount? Yes\_\_\_ No \_\_\_ Explain: \_\_\_\_\_

Were you satisfied with your supervision, Yes\_\_\_ No \_\_\_, and with training? Yes\_\_\_ No \_\_\_  
Explain: \_\_\_\_\_

Did you receive any equal employment opportunity/affirmative action orientation?  
Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

Did you request an accommodation based on disability during your employment?  
Yes\_\_\_ No\_\_\_ If yes, please explain: \_\_\_\_\_

Do you think management adequately recognized employee contributions? Yes\_\_\_ No \_\_\_  
If no, please tell us how you think this can be improved: \_\_\_\_\_

Please tell us how you think employee morale can be improved: \_\_\_\_\_  
\_\_\_\_\_

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

Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of instances during your work where others were discriminated against?

Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you answered yes to either of the last two questions, did you discuss or given written notice of this discrimination to your supervisor or the IDES EEO/AA Officer?

Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments/concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

EEO Staff \_\_\_\_\_ Date \_\_\_\_\_

## **MONITORING NEW HIRES AND PROMOTIONS**

## 1203 EEO/AA: MONITORING NEW HIRES AND PROMOTIONS

### .10 BACKGROUND

Through its rulemaking powers contained in Sections 7-101(A) and 7-105(A) of the Illinois Human Rights Act (IHRA), the Department of Human Rights (DHR) mandates that each state agency implement a process to monitor its hiring and promotional transactions. **Note:** Because of various reporting requirements of the Department of Central Management Services and the Department of Human Rights, “hiring” as used herein also includes both intra- and inter-agency transfers **and** the conversion of intermittent employees to full-time positions.) The purpose of monitoring is to ensure the Department's compliance with its Equal Employment Opportunity/Affirmative Action Plan and to evaluate progress toward meeting the Plan's goals.

Section 2520.770 (h) of the DHR rules provides:

The Hiring Monitor (DHR-19) and the Promotion Monitor (DHR-20) established by the Department shall be completed by each agency and submitted as required to Central Management Services on all hires and promotions for all full-time permanent and part-time permanent employees, including trainees, provisional employees, and semi-automatic promotions pursuant to a collective bargaining agreement. On the applicable Monitor, the agency shall indicate the EEO job category and classifications of the position and whether it is an underutilized category. The Monitor shall also indicate the race, sex, whether disabled, and national origin of all persons considered for the position and of the candidate, and whether the candidate meets the affirmative action requirements for that category. If the candidate does not meet the affirmative action requirements for that category, a detailed explanation indicating the reasons for the selection must be completed by the selecting officer and attached to the Monitor. The agency EEO Officer, or designee, shall review and sign the Monitor, indicating concurrence or non-concurrence in the transaction. The EEO Officer or designee shall fully explain on the Monitor his/her reason for any non-concurrence. In all transactions, the agency Chief Executive Officer or designee shall sign and date the Monitor, indicating approval. Central Management Services **shall not complete** any hire or promotion transaction if the Monitor is not attached to the transaction, is not signed and dated by the EEO Officer or designee, is not approved and signed by the agency's Chief Executive Officer or designee, and is not signed and dated prior to the effective date of the candidate's hire or promotion. (Emphasis added)

The following procedures describe the process of monitoring new hires and promotions to ensure compliance with the above-cited procedure and the Department's Equal Employment Opportunity/Affirmative Action Plan.

### .20 PROCEDURES FOR MONITORING NEW HIRES AND PROMOTIONS

#### Section or Bureau Manager or Designee

1. Once a decision is made to seek approval to fill a vacancy, completes an [e-PAR \(Personnel Action Request\)](#) and submits to Human Resource Management (HRM).

**Human Resource Management Recruitment/Selection Staff**

2. Once the e-PAR is approved, sends an email to EEO requesting a hiring or promotion Monitor, and provides a copy of all recruitment announcements (i.e., posting notice), if any, to the EO Officer **prior to posting**. (Includes any outreach recruitment documentation.) If no recruitment announcement is posted (e.g., for vacancies subject to the Permanent Bid System), provides EEO with a copy of the selection list.

**Equal Opportunity Officer or Designee**

3. When a request for a monitor is received, determines the EEO job category and salary grade for the requested position and checks the current status of underutilization for the requested category in the DHR region of the work location where the position will function. This will be accomplished within two days, when possible.
4. After step 3 is completed, prepares the appropriate portion of the Monitor form indicating the posting and tracking numbers, position title and location, EEO category, and the salary grade for the requested position, as well as the status of underutilization based on the current Affirmative Action Plan and/or quarterly report.

**Note:** If there *is* underutilization of African Americans, Hispanics, Asians, Native Americans/Alaskans, Pacific Islanders, persons with disabilities and/or women in the affected EEO job category in the DHR region of the work location where the position will function, the Monitor will indicate the underutilized group(s).

5. Sends copies of the Monitor form and cover memorandum to the affected cost center manager, deputy director, and HRM selection/recruitment staff for each vacancy to be filled.

**Note:** The monitor packet consists of the Monitor form and a cover memorandum indicating the position title and location of the requested position, and the underutilization status in the DHR region of the work location where the position will function.

**Human Resource Management Recruitment/Selection Staff**

6. After a tentative selection is made, but **prior to** informing the candidate of his/her selection, submits the selection packet, which includes the Monitor form, to EEO. **Note:** If there is underutilization, considers, in addition to other criteria, the affirmative action status of the candidates whose group is underutilized in the category in question. Includes documentation of efforts to assist in the recruitment of candidates and provides a detailed explanation for the hiring decision. If the desired candidate would not assist the Department in meeting its affirmative action goals for that category, submits a detailed explanation of the reasons for the desired selection and attaches it to the Monitor.

**Equal Opportunity Officer or Designee**

7. Reviews the Monitor and selection packet to determine whether selected candidate assists the Department in meeting its affirmative action goals. If so, signs the Monitor "concurring" with the hire and returns it to HRM to proceed with the selection.
8. If the selection of a candidate does **not** assist the Department in meeting its affirmative action goals, notes this on the Monitor. However, if the reason stated for not meeting the Department's affirmative action goals is **acceptable**, signs the Monitor and forwards

it to HRM. If the reason stated in the Monitor is *unacceptable*, notes reason for not concurring with the hire and returns the Monitor to HRM.

**Human Resource Management Recruitment/Selection Staff**

9. After the Monitor has been signed by the EO Officer or designee, notifies the candidate of the starting date. **Note:** The candidate shall not be notified of a starting date until the Monitor is signed.

.30 **REFERENCES**

Sections 7-101(A) and 7-105(A) of the Illinois Human Rights Act (775 ILCS 5/7-101(A) and 5/7-105(A))

Section 2520.770(h) of the rules of the Department of Human Rights (56 Ill. Adm. Code 2520.770(h))

# HIRING MONITOR

Section I (To be completed by designated agency personnel) **Underutilization effective 4<sup>th</sup> Qtr. Report FY 2018**

Name of Agency Illinois Dept. of Employment Security Candidate's Name \_\_\_\_\_  
City / County \_\_\_\_\_ / \_\_\_\_\_ Position Number \_\_\_\_\_ / \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_ / \_\_\_\_\_ Bid Number RCRA# Tracking#  
EEO Job Category \_\_\_\_\_ E-Par Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Hire \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_

American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ People with Disabilities: \* \_\_\_\_\_

2. Indicate: Race of person selected \_\_\_\_\_ Sex of person selected \_\_\_\_\_  
Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Total by Category	# Invited	# Interviewed	# Selected
____ Women	_____	_____	_____
____ Black or African American	_____	_____	_____
____ Hispanic or Latino	_____	_____	_____
____ Asian	_____	_____	_____
____ American Indian and Alaska Native	_____	_____	_____
____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
____ People with Disabilities	_____	_____	_____
____ Veterans	_____	_____	_____

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.

---

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

\_\_\_\_\_  
EEO Officer / Designee 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)]

# TRANSACTIONS DEFINITIONS

For purposes of preparing this report, the following definitions should be used:

**New Hire:** This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

**Promotion:** This occurs when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

**Intra-Agency Transfer:** This occurs when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

**Suspension:** These transactions involve a temporary removal from payroll for disciplinary reasons.

**Separation:** These transactions involve an employee who voluntarily leaves the state service.

**Discharge:** This occurs when an employee is terminated for cause.

**Lay off:** These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

**Demotion:** These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

**Reduction:** These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

**Reinstatement:** These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

**Reemployment:** These transactions occur when a former certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

**Upward Reallocation:** These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

**Downward Reallocation:** These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

*Source: Illinois Department of Human Rights Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies. Rev. 5/08*

# PROMOTION MONITOR

Section I (To be completed by designated agency personnel) **Underutilization effective 4<sup>th</sup> Qtr. Report FY 2018**

Name of Agency Illinois Dept. of Employment Security Candidate's Name \_\_\_\_\_  
City / County / Position Number \_\_\_\_\_ /  
IDHR Region / (Facility) \_\_\_\_\_ / Bid Number RCRA# Tracking#  
EEO Job Category \_\_\_\_\_ E-Par Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Promotion \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ People with Disabilities: \* \_\_\_\_\_

2. Indicate the race and sex of the person promoted: \_\_\_\_\_

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

Total by Category	# Invited	# Interviewed	# Selected
____ Women	____	____	____
____ Black or African American	____	____	____
____ Hispanic or Latino	____	____	____
____ Asian	____	____	____
____ American Indian and Alaska Native	____	____	____
____ Native Hawaiian or Other Pacific Islander	____	____	____
____ People with Disabilities	____	____	____
____ Veterans	____	____	____

4. Did it change the employee's EEO Job Category? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, from what EEO Job Category? \_\_\_\_\_

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

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.

---

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

\_\_\_\_\_  
EEO Officer / Designee Date

I approve of this promotion.

\_\_\_\_\_  
Chief Executive Officer Date

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

# TRANSACTIONS DEFINITIONS

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## **UNLAWFUL HARASSMENT AND UNLAWFUL RETALIATION**

## 1202 UNLAWFUL HARASSMENT AND UNLAWFUL RETALIATION

### .10 POLICY

In accordance with Section 1200 of this Manual, it is IDES policy to fully comply with all federal and state legal authority that requires IDES to maintain work, program, and activity environments free of unlawful harassment and unlawful retaliation, which are forms of unlawful discrimination. An IDES employee, agent, or contractor who engages in unlawful harassment or unlawful retaliation may be subject to discipline, up to and including discharge or termination. A person who harasses or threatens another may also be subject to criminal charges.

IDES managers and supervisors must report **all** complaints, allegations, and perceived incidents of unlawful harassment and unlawful retaliation to the Department's EO Officer (see subsection 1200.30 of this Manual). These complaints, allegations, and incidents must be reported even if the targeted person does not wish to make a formal complaint. The EO Officer is available to consult about unlawful harassment and unlawful retaliation issues; Voice: (312) 793-9290, Fax: (312) 793-0302, TTY: (888) 340-1007.

This Section focuses on unlawful harassment and unlawful retaliation in connection with IDES employment, although unlawful harassment and unlawful retaliation in connection with IDES programs and activities are also prohibited.

### .20 UNLAWFUL HARASSMENT

Unlawful harassment occurs when a person is harassed on the basis of a lawfully protected personal characteristic such as race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief, unfavorable (except a dishonorable) discharge from military service, military status, ancestry, marital status, sexual orientation, or genetic information.

Unlawful harassment in employment generally results when, on an objective basis, harassment based on an employee's lawfully protected personal characteristic substantially interferes with the employee's work performance or creates an intimidating, hostile or offensive working environment. This form of harassment is known as a *hostile work environment*. (Sexual harassment includes additional forms of harassing conduct. See subsection .201 below). Courts have held that a hostile work environment exists when an employee's workplace is permeated with discriminatory intimidation, ridicule, and insult that on an objective basis are sufficiently severe or pervasive to alter the employee's conditions of employment. The Equal Employment Opportunity Commission (EEOC) offers a partial list of the kinds of harassing conduct that may contribute to a hostile work environment, e.g.:

- offensive jokes
- slurs
- epithets or name calling
- physical assaults or threats
- intimidation
- ridicule or mockery
- insults or put-downs
- offensive objects or pictures
- interference with work performance

Unlawful harassment of an IDES client may result from the same form of hostile environment (i.e., when, on an objective basis, harassment based on a client's lawfully protected personal characteristic substantially interferes with the client's use or enjoyment of an IDES program or activity or creates an intimidating, hostile or offensive IDES program or activity environment).

.201 **Sexual Harassment**

Sexual harassment is a unique subset of unlawful harassment prohibited by both the IHRA and Title VII. An IDES employee, agent, or contractor who engages in sexual harassment not only may be disciplined and/or sanctioned by the Department, but under the IHRA may also be held personally liable for civil penalties and damages (see subsection .10 above regarding criminal charges).

The IHRA defines sexual harassment in employment as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- Submission to or rejection of such conduct by a person is used as the basis for adverse employment decisions affecting such person; or
- Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

The definition of sexual harassment under Title VII is similar. Sexual harassment affects both sexes. Sexual harassment involves a man's harassment of a woman, a woman's harassment of a man and harassment between members of the same sex.

Examples of sexual harassment include employment actions under which:

- An employee is denied employment opportunities by a supervisor after rejecting the supervisor's sexual advance(s) or request(s) for sexual favors; and
- An employee is subjected to severe or pervasive conduct by co-workers because of his or her sex that substantially interferes with the employee's performance of his or her job.

Unwanted conduct that, if sufficiently severe or pervasive, may constitute sexual harassment includes:

- *Verbal:* Sexual innuendos and suggestive comments; sexual insults and threats; sexual humor such as jokes about sex, anatomy or sex-specific traits; sexual propositions and requests for dates, especially when repeated; and statements of a sexual nature about other persons, even when made outside of their presence.
- *Non-Verbal:* Sexually suggestive or insulting sounds such as whistling, catcalls, and "smacking" or kissing noises; leering; obscene gestures; and sexually suggestive bodily gestures.
- *Graphic:* Posters; signs; pin-ups; and pictures of a sexual nature.
- *Physical:* Touching, hugging or kissing, pinching, brushing the body, unwanted sexual acts, and sexual attacks.
- *Electronic:* E-mail, text/picture messages (sexting), Internet (e.g., on-line postings, blogs, instant messages, social networks, etc.), and cyber stalking.

While the most commonly recognized forms of sexual harassment often involve the types of conduct described above, non-sexual conduct can also constitute sexual harassment when that conduct is directed at the victim because of his or her sex. For example, a court found sexual harassment based on a hostile work environment when a female employee reported to work every day and found her tools stolen, her work station filled with trash, and her equipment disabled by male co-workers because they resented working with a woman.

The most severe and overt forms of sexual harassment are the easiest to recognize. On the other end of the spectrum, sexual harassment may involve conduct that a person does without an intent to sexually harass another. For example, phrases such as “honey,” “darling,” and “sweetheart” may seem innocent to the speaker, but may be unwanted by many employees who believe they are offensive, condescending, and damaging to their ability to perform their jobs professionally. As another example, what is meant as a compliment may be perceived as an unwanted sexual remark. The following three statements might be meant as compliments about the appearance of a coworker:

- “That’s an attractive dress you have on.”
- “That’s an attractive dress. It really looks good on you.”
- “That’s an attractive dress. You really fill it out well.”

The first statement may often be perceived as an inoffensive compliment; the second statement may be perceived less so; and the third statement is the most likely one to be perceived as unwanted sexual comment. Every IDES employee must be aware that what may seem to them to be harmless or playful may in fact be unwanted sexual conduct. To avoid the possibility of sexual harassment charges, it is best to follow a course of conduct and speech that are sexually neutral and contain no sexual innuendo.

It would be appropriate for an employee to respond to what is perceived as sexual harassment targeted at him or her by directly and clearly expressing her or his objection to the unwelcome conduct to the harassing person(s) and ask that it stop. The message may be oral, but if the unwelcome conduct continues the employee may want to give the harassing person(s) subsequent messages in writing in a note or a memo. Other actions the employee may take are addressed in subsection .40 below.

### **.30 UNLAWFUL RETALIATION**

Unlawful retaliation occurs when a person is subjected to retaliation for:

- Opposing what the person believes to be unlawful discrimination;
- Making a charge, filing a complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing regarding what the person believes to involve unlawful discrimination; or
- Requesting, attempting to request, using, or attempting to use a reasonable accommodation.

(See Section 1200 of this Manual for the definition of *unlawful discrimination* and Section 1205 for definitions of *reasonable accommodation*).

A person may not be subjected to any act of retaliation of any type because of the person's opposition, participation, or request as identified above. Retaliation is prohibited even when a person's opposition, participation, or request is ultimately rejected, denied, or unfounded. However, a person may be disciplined up to and including discharge or termination (if an employee, agent, or contractor) or sanctioned (if a client or member of the public) if their opposition, participation, or request was unreasonable and done in bad faith. (See subsections 1200.20 and 1201.40 of this Manual.)

**.40 RESPONDING TO UNLAWFUL HARASSMENT AND RETALIATION**

A person who either observes or believes she or he is the target of unlawful harassment or unlawful retaliation should deal with the incident(s) as directly and firmly as possible by clearly communicating her or his position to the offending person(s) and reporting the conduct to her or his supervisor and the EO Officer. If the harassing or retaliating person is an employee's supervisor, the employee may report the conduct to the next level of supervision and the EO Officer. A person may report unlawful harassment or unlawful retaliation even if the offending conduct is not directed at that person. A person may want to document each incident (what was said or done, by whom, the date, time, place, persons present, etc.). Documentation can be strengthened by records such as letters, notes, memos, and telephone messages.

A person may also file a formal complaint of unlawful harassment or unlawful retaliation with the EEO/AA Office or an outside agency. (See Section 1201 of this Manual.)

**.50 REFERENCES**

Title VII of the Civil Rights Act of 1964 (42 USC 2000e)

Section 188 of the Workforce Innovation and Opportunity Act of 2014 (29 USC 2938)

Part 32 of the regulations of the U.S. Department of Labor (29 CFR Part 32)

Part 38 of the regulations of the U.S. Department of Labor (29 CFR Part 37)

Regulations of the U.S. Equal Opportunity Commission (29 CFR Parts 1600 - 1699)

The Illinois Human Rights Act of 1980 (775 ILCS Act 5)

Section 1200, Unlawful Discrimination; Reasonable Accommodation; Equal Employment Opportunity/Affirmative Action: Statement of Policy, of the Procedures Manual

Section 1201, EEO/EO Complaint Procedures, of the Procedures Manual

Section 1205, Reasonably Accommodating Qualified Persons with Disabilities, of the Procedures Manual

## **IDES JOB TITLES by EEO CATEGORIES**

**DEPARTMENT OF EMPLOYMENT SECURITY  
EEO/CLASSIFICATION TITLES**

**OFFICIALS/ADMINISTRATORS**

0040070-Senior Public Service Administrator  
1040070-Senior Public Service Administrator  
0037015-Public Service Administrator  
2037015-Public Service Administrator Option I  
3037015-Public Service Administrator Option III  
9937015-Public Service Administrator MC

**PROFESSIONALS**

0000130-Accountant  
0000133-Accountant Advanced  
0000501-Administrative Assistant I  
0000502-Administrative Assistant II  
0013600-Employment Security Field Office Supervisor  
0013650-Employment Security Program Representative  
0013651-Employment Security Program Representative Intermittent  
0013667-Employment Security Service Representative  
0013671-Employment Security Specialist I  
0013672-Employment Security Specialist II  
0013673-Employment Security Specialist III  
0013681-Employment Security Tax Auditor I  
0013682-Employment Security Tax Auditor II  
0013851-Executive I  
0013852-Executive II  
0018300-Hearings Referee  
0019692-Human Resources Representative  
0019693-Human Resources Specialist  
1019693-Human Resources Specialist  
0021162-Information Services Specialist II  
0021165-Information Systems Analyst I  
0021166-Information Systems Analyst II  
0021167-Information Systems Analyst III  
1025542-Management Operations Analyst II  
0041771-Staff Development Spec I  
0042741-Statistical Research Specialist I  
0042745-Statistical Research Supervisor  
0045308-Telecom Systems Analyst  
0047003-Unemployment Insurance Adjudicator III  
0047081-Unemployment Insurance Revenue Analyst I  
0047082-Unemployment Insurance Revenue Analyst II

0047087-Unemployment Insurance Revenue Specialist  
0047096-Unemployment Insurance Special Agent  
0047702-Veterans Employment Representative II

### **TECHNICIANS**

0011415-Data Processing Administrative Specialist  
0011430-Data Processing Specialist  
0011440-Data Processing Technician  
0042748-Statistical Research Technician

### **PARAPROFESSIONALS**

1014033-Executive Secretary III  
0019691-Human Resources Associate  
0029994-Office Administrator IV  
0030080-Office Specialist  
0034201-Private Secretary I  
0034202-Private Secretary II  
0047701-Veterans Employment Representative I

### **ADMINISTRATIVE SUPPORT**

0006920-Check Issuance Machine Operator  
0030010-Office Assistant  
0030015-Office Associate  
0038203-Reproduction Service Technician I  
0043190-Student Intern  
0043200-Student Worker

### **SERVICE/MAINTENANCE**

0043052-Storekeeper II

Source: Mainframe printouts by Position Code and CMS Position Title (07/31/18)

Updated 8/01/2018

Equal

Opportunity

