



State of Illinois  
Department of Commerce and Economic Opportunity

# Affirmative Action Plan Fiscal Year 2020



The Illinois Department of Commerce and Economic Opportunity is  
an Equal Opportunity Employer

Presented to the Illinois Department of Human Rights

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

**SEPTEMBER, 2019**

## TABLE OF CONTENTS

<b>SECTION ONE.....</b>	<b>5</b>
Introduction.....	6
Program Certification.....	7
Directors Policy Statement.....	8
Agency Profile.....	10
Identification and Duties of the Agency-wide EO Manager.....	11
EEO Organizational Charts.....	13
Dissemination of the AA Policy and Plan.....	14
<b>SECTION TWO.....</b>	<b>15</b>
Internal Workforce Analysis.....	16
Summary of Workforce Analysis (DHR-9).....	18
Summary of Workforce Transactions (DHR-10).....	20
Availability Percent Worksheet (DHR-5) .....	29
Utilization Analysis (DHR-8).....	39
Underutilization Summary (DHR-11).....	45
<b>SECTION THREE.....</b>	<b>46</b>
Goals and Timetables.....	47
Numerical Goals.....	48
Programmatic Goals.....	49

<b>SECTION FOUR.....</b>	<b>51</b>
EEO Compliant Investigation Procedure.....	52
Internal EEO Complaint Form.....	54
Internal EEO Complaint Process and Timeline.....	56
<b>SECTION FIVE.....</b>	<b>57</b>
ADA Policy and ADA Coordinator.....	58
Labor Force Analysis with People with Disabilities .....	59
Reasonable Accommodation Policy Statement .....	60
Reasonable Accommodation Policy.....	61
Reasonable Accommodation Employees Request Form.....	67
Reasonable Accommodation Applicant Request Form.....	69
Physical Barriers.....	72
Procedural Barriers.....	73
Evacuation Procedures.....	75
<b>SECTION SIX.....</b>	<b>76</b>
EEO Laws.....	77
<b>SECTION SEVEN.....</b>	<b>80</b>
Hiring Monitor (DHR-19).....	81
Promotion Monitor (DHR-20).....	82
Exit Questionnaire (DHR-30).....	83



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

# SECTION 1

## INTRODUCTION

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

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

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

The goals and objectives stated herein will be actively pursued by the Equal Employment Opportunity Officer and management staff to provide maximum accessibility to minorities, protected class individuals, physically challenged persons and veterans to hiring and upward mobility programs.

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PROGRAM CERTIFICATION**

AGENCY: Illinois Department of Commerce & Economic Opportunity

MAIN ADDRESS: JRTC-100 W. Randolph, Ste 3-400, Chicago, IL 60601

TELEPHONE NUMBER: 312-814-2811

TTY / NEXTALK: 800-785-6055

WEBSITE: www2.illinois.gov/dceo/Pages/default.aspx

CHIEF EXECUTIVE OFFICER: Erin B. Guthrie

EEO/AA OFFICER: Sara D. Lipscomb

ADA COORDINATOR: Sara D. Lipscomb

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

  
\_\_\_\_\_

Chief Executive Officer

8 - 30 - 19

Date

  
\_\_\_\_\_  
EEO/AA Officer

August 30, 2019  
Date

## DIRECTOR'S EEO/AA POLICY STATEMENT

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

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

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

All managers and supervisors are expected to support and implement Equal Opportunity goals and timelines, and to request advice, guidance and assistance from the Department's Equal Employment Opportunity Officer whenever necessary.



Erin B. Guthrie, Acting Director  
Illinois Department of Commerce & Economic Opportunity

8-30-19

Date



**DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
POLICY STATEMENT**

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

## DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY AGENCY PROFILE

**Mission Statement:** To raise Illinois' profile as a premier global business destination; and to provide a foundation for the economic prosperity of all Illinoisans, through coordination of business recruitment and retention, provision of essential capital to small businesses, investment in infrastructure and job training for a 21st century economy, and administration of state and federal grant programs.

### **EEO/AA Challenges**

The Department is underutilized in the Professional EEO job category, specifically in Region 1/ Cook County. The majority of positions in the Professional category are in the bargaining unit and therefore require filling in accordance with the AFSCME Master Contract agreement. This impedes the Department in promoting internal minority candidates and hiring new minority candidates.

## **RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION IMPLEMENTATION**

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

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Director on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
14. If the agency is in noncompliance, as described in Section 2520.795 ( c ) (2), the agency shall work with Central Management Services to develop training programs for the preparation and promotion of the affirmative action group affected by the failure;
15. Reporting on and/or analyzing workforce analysis reports [2520.770 (a)], position vacancies [2520.770 (b)], quarterly reports [2520.770 (c)], federal compliance reports [2520.770 (d)], orders and settlements [2520.770 ( e )], layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion compliance monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];

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

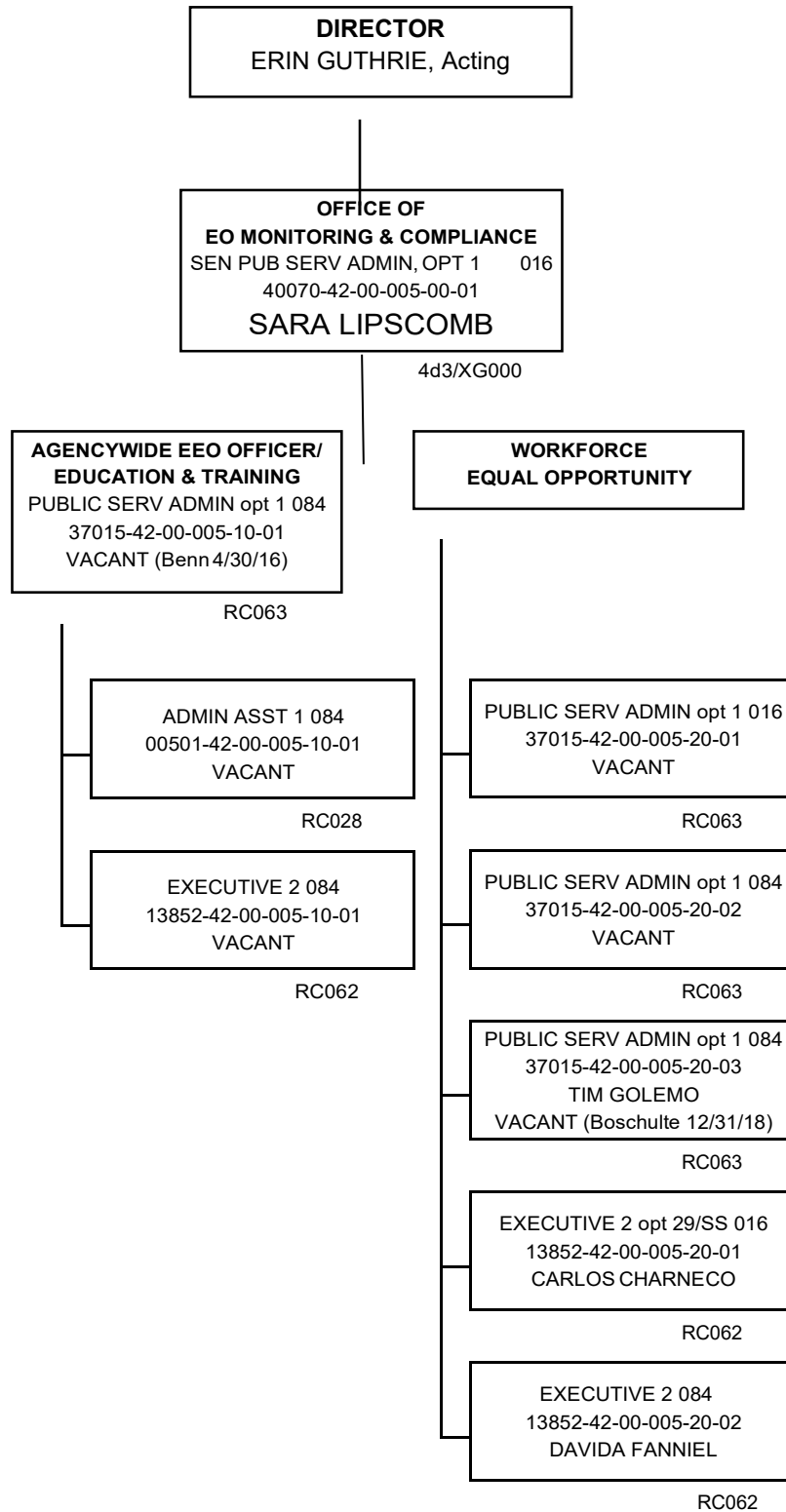
**Illinois Department of Commerce & Economic Opportunity  
Equal Employment Opportunity Officer**

Sara D. Lipscomb  
EEO/AA Officer  
JRTC-100 W. Randolph, Ste 3-400  
Chicago, IL 60601  
[Sara.lipscomb@illinois.gov](mailto:Sara.lipscomb@illinois.gov)

**DIRECTOR'S OFFICE  
OFFICE OF EO MONITORING &  
COMPLIANCE**

**0003**

Current Date 8/23/2019



**EXEMPT:** Exempt from Rutan, Not Exempt from Code  
**INCLUDED:** Included in Rutan

## **METHODS OF DISSEMINATING THE AFFIRMATIVE ACTION POLICY AND PLAN**

### **Internal**

1. The Equal Employment Opportunity Officer will post the Affirmative Action Policy on all the Department of Commerce and Economic Opportunity bulletin boards and on the Department of Commerce and Economic Opportunity Portal which is available to all employees.
2. The AA Policy will be included in the Department of Commerce and Economic Opportunity Employee Handbook which is also posted on the Portal.
3. The Equal Employment Opportunity Officer will provide a copy of the Affirmative Action Plan to the following the Department of Commerce and Economic Opportunity staff: Director, Assistant Director, Chief of Staff, Chief Operating Officers, General Counsel, Office Deputy Directors and subsequent division managers.
4. All the Department of Commerce and Economic Opportunity staff will be notified that a copy of the Affirmative Action Plan is available upon request.

### **External**

1. The Equal Employment Opportunity Officer will provide the State Library with two (2) copies and an electronic version of the Affirmative Action Plan. The copies will be sent to the Illinois State Library acquisitions Division, Illinois Document Division (Title 23, Part 3020, Ch1, Subpart A, and Section 3020.110).
2. The AA Plan will be available to all state and federal entities as well as all interested recruitment sources.



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 2

## INTERNAL WORKFORCE ANALYSIS

As of June 30, 2019, Illinois Department of Commerce and Economic Opportunity had a total number of 240 employees. The following two tables are subsets of the Workforce Analysis report.

The workforce distribution by **race/ethnicity/national origin and sex** is as follows:

	Male Employee Count	Female Employee Count	Male & Female Employee Count	Male & Female Employees as % of Total
White	88	91	179	74.58%
Black/African-American	15	22	37	15.42%
Hispanic/Latino	9	7	16	6.67%
Asian	6	2	8	3.33%
American Indian/Alaska Native	0	0	0	0%
Native Hawaiian/Other Pacific Islander	0	0	0	0%
Total	118	122	240	100%

**Analysis:** Gender distribution across the agency is nearly even, and that balance is carried across most race/ethnicity/national origin categories. The only category that shows significant gender disparity is Asian, with 6 male employees versus 2 female employees.



The workforce distribution by **job classification and race/ethnicity/national origin** and by **job classification and sex** is as follows:

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- professionals	Administrative Support	Skilled Craft	Service/ Maintenance
White	72.64%	76.47%	100%	0%	66.67%	100%	0%	100%
Black/African- American	11.32%	18.49%	0%	0%	25%	0%	0%	0%
Hispanic/Latino	9.43%	4.20%	0%	0%	8.33%	0%	0%	0%
Asian	6.60%	0.84%	0%	0%	0%	0%	0%	0%
American Indian/Alaska Native	0%	0%	0%	0%	0%	0%	0%	0%
Native Hawaiian/Other Pacific Islander	0%	0%	0%	0%	0%	0%	0%	0%
Male	52.83%	48.74%	100%	0%	16.67%	100%	0%	0%
Female	47.17%	51.26%	0%	0%	83.33%	0%	0%	100%

**Analysis:** Considering overall distribution of positions across race/ethnicity/national origin categories, minority employees are under-represented in the Officials/Administrators classification and in the Professionals classification, particularly in Region 7 which is 89.58% White, category. Technicians, Administrative Support and Service/Maintenance employees are too few to be significantly significant.

# SUMMARY OF WORKFORCE ANALYSIS

## Region 1

### Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity		Reporting Period: FY19																										
Region: 1																												
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	48	25	14	2	5	4			1	23	13	5	3	2					52.08%	47.92%	56.25%	14.58%	16.67%	12.50%	0.00%	0.00%	0.00%	2.08%
Professionals	32	14	6	7	1				2	18	5	11	2				3	43.75%	56.25%	34.38%	56.25%	9.38%	0.00%	0.00%	0.00%	0.00%	15.63%	
Technicians	0	0								0								0.00%	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%	0.00%	
Para-professionals	2	0								2		2				1	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	
Administrative Support	0	0								0								0.00%	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%	0.00%	
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>82</b>	<b>39</b>	<b>20</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>43</b>	<b>18</b>	<b>18</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>47.56%</b>	<b>52.44%</b>	<b>46.34%</b>	<b>32.93%</b>	<b>13.41%</b>	<b>7.32%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8.54%</b>	
<b>Grand Total Employees for Region 1:</b>		<b>Males: 39</b>									<b>Females: 43</b>									<b>Total Minorities: 44</b>								
		<b>47.56%</b>									<b>52.44%</b>									<b>53.66%</b>								
<b>White:</b>	<b>38</b>	<b>B/AA: 27</b>			<b>H/L: 11</b>			<b>Asian: 6</b>			<b>AI/AN: 0</b>			<b>NHOPI: 0</b>			<b>PWD: 7</b>											
	<b>46.34%</b>	<b>32.93%</b>			<b>13.41%</b>			<b>7.32%</b>			<b>0.00%</b>			<b>0.00%</b>			<b>8.54%</b>											
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																												
DHR-9 (Rev. Feb. 2016)																												

## Region 7 Workforce Analysis by Region

Agency:	Department of Commerce & Economic Opportunity	Reporting Period:	FY19
Region:	7		

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	51	26	20	4	1	1			3	25	24	1				1	50.98%	49.02%	86.27%	9.80%	1.96%	1.96%	0.00%	0.00%	7.84%
Professionals	80	41	37	2	1	1			2	39	37	1	1			5	51.25%	48.75%	92.50%	3.75%	2.50%	1.25%	0.00%	0.00%	8.75%
Technicians	1	1	1						0								100.00%	0.00%	100.00%	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	10	2	2						8	6	1	1					20.00%	80.00%	80.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	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	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>144</b>	<b>71</b>	<b>61</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>73</b>	<b>68</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49.31%</b>	<b>50.69%</b>	<b>89.58%</b>	<b>6.25%</b>	<b>2.78%</b>	<b>1.39%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8.33%</b>

<b>Grand Total Employees for Region 7:</b>	<b>Males:</b> 71 49.31%	<b>Females:</b> 73 50.69%	<b>Total Minorities:</b> 15 10.42%
<b>White:</b> 129 89.58%	<b>B/AA:</b> 9 6.25%	<b>H/L:</b> 4 2.78%	<b>Asian:</b> 2 1.39%
			<b>AI/AN:</b> 0 0.00%
			<b>NHOPI:</b> 0 0.00%
			<b>PWD:</b> 12 8.33%

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

## SUMMARY OF WORKFORCE TRANSACTIONS

Workforce Transactions Report by EEO Category																										
Agency: IL Department of Commerce and Economic Opportunity											Reporting Period: FY19															
EEO Category: OFFICIALS / ADMINISTRATORS																										
Transaction	MALES									FEMALES									PERCENTAGES							
	Grand Total	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
New Hires	13	9	7		2					4	1	1	2					69.23%	30.77%	61.54%	7.69%	30.77%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	16	10	8	1		1				6	4	1	1					62.50%	37.50%	75.00%	12.50%	6.25%	6.25%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** PROFESSIONALS

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand Total	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
	New Hires	5	3	2			1				2	1		1					60.00%	40.00%	60.00%	0.00%	20.00%	20.00%	0.00%	0.00%
Promotions	3	1	1							2	1	1						33.33%	66.67%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	7	3	3							4	2	1	1					42.86%	57.14%	71.43%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** TECHNICIANS

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand		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
	Total	Total																								
New Hires	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

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

**Reporting Period:** FY19

**EEO Category:** PROTECTIVE SERVICE

Transaction	MALES									FEMALES									PERCENTAGES										
	Grand									Grand									M	F							AI	NH	PWD
	Total	Total	W	B/AA	H/L	A	AI	NH	PWD	Total	W	B/AA	H/L	A	AI	NH	PWD			W	B/AA	H/L	A	AN	OPI				
New Hires	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** PARAPROFESSIONALS

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand		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
	Total	Total																								
New Hires	2	1	1						1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Promotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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



**Workforce Transactions Report**  
by EEO Category

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** ADMINISTRATIVE SUPPORT

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand		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
	Total	Total																								
New Hires	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** SKILLED CRAFT

Transaction	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
New Hires	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** SERVICE / MAINTENANCE

Transaction	MALES									FEMALES									PERCENTAGES								
	Grand		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	
	Total	Total																									
New Hires	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Summary of Workforce Transactions Report  
by EEO Category**

**Agency:** IL Department of Commerce and Economic Opportunity **Reporting Period:** FY19

**EEO Category:** GRAND TOTAL

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand		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
	Total	Total																								
New Hires	20	13	10		2	1			7	3	1	3					65.00%	35.00%	65.00%	5.00%	25.00%	5.00%				
Promotions	4	2	2						2	1	1						50.00%	50.00%	75.00%	25.00%						
Intra-Agency Transfers	1	1	1														100.00%		100.00%							
Suspensions																										
Separations	23	13	11	1		1			10	6	2	2					56.52%	43.48%	73.91%	13.04%	8.70%	4.35%				
Discharges																										
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

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

# AVAILABILITY PERCENT WORKSHEET

## Region 1

Availability Percent Worksheet								
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:		
Category:	Officials/Administrators					<b>WOMEN</b>		
						Region: 1		
						Facility: Chicago		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----		
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.	32	18	56.25%	10	5.63	Agency Workforce.		
				100	33.81	Availability Percent.		
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:		
Category:	Officials/Administrators					<b>BLACK or AFRICAN AMERICAN</b>		
						Region: 1		
						Facility: Chicago		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----		
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.	32	18	56.25%	10	5.63	Agency Workforce.		
				100	11.17	Availability Percent.		
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:		
Category:	Officials/Administrators					<b>HISPANIC or LATINO</b>		
						Region: 1		
						Facility: Chicago		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----		
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.	32	3	9.38%	10	0.94	Agency Workforce.		
				100	6.57	Availability Percent.		
<hr/>								
DHR-5-AAP (Rev. Feb. 2016)								

**Availability Percent Worksheet**

Availability Percent Worksheet							Affirmative Action Group:	
AGENCY:	Department of Commerce & Economic Opportunity						<b>ASIAN</b>	
Category:	Officials/Administrators						Region: 1	
							Facility: Chicago	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
	FACTORS	#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	1. Those having requisite skills in the region.	579,975	36,110	6.23%	100	6.23	U. S. Census Bureau / American Community Survey.	
	2. Those promotable, trainable, and transferable in the region.	32	0	0.00%	0	0.00	Agency Workforce.	
					100	4.98	Availability Percent	
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity						Affirmative Action Group:	
Category:	Officials/Administrators						<b>AMERICAN INDIAN or ALASKAN NATIVE</b>	
							Region: 1	
							Facility: Chicago	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
	FACTORS	#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	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.	32	0	0.00%	0	0.00	Agency Workforce.	
					100	0.07	Availability Percent.	
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity						Affirmative Action Group:	
Category:	Officials/Administrators						<b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b>	
							Region: 1	
							Facility: Chicago	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
	FACTORS	#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	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.	32	0	0.00%	0	0.00	Agency Workforce.	
					100	0.03	Availability Percent.	

Availability Percent Worksheet							
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	
Category:	Professionals					<b>WOMEN</b>	
						Region: 1	
						Facility:	Chicago
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	FACTORS	#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		827,810	454,510	54.91%	90	49.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		2	2	100.00%	10	10.00	Agency Workforce.
					100	47.53	Availability Percent.
<hr/>							
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	
Category:	Professionals					<b>BLACK or AFRICAN AMERICAN</b>	
						Region: 1	
						Facility:	Chicago
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	FACTORS	#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		827,810	87,754	10.60%	90	9.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		2	2	100.00%	10	10.00	Agency Workforce.
					100	15.63	Availability Percent.
<hr/>							
AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	
Category:	Professionals					<b>HISPANIC or LATINO</b>	
						Region: 1	
						Facility:	Chicago
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	FACTORS	#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		827,810	55,200	6.67%	100	6.67	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.
					100	5.33	Availability Percent.
<hr/>							
DHR-5-AAP (Rev. Feb. 2016)							

**Availability Percent Worksheet**

AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	ASIAN	
Category:	Professionals					Region: 1	Chicago	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	1. Those having requisite skills in the region.	827,810	87,895	10.62%	100	10.62	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.	
					100	8.49	Availability Percent.	

AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	AMERICAN INDIAN or ALASKAN NATIVE	
Category:	Professionals					Region: 1	Chicago	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	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.	2	0	0.00%	0	0.00	Agency Workforce.	
					100	0.05	Availability Percent.	

AGENCY:	Department of Commerce & Economic Opportunity					Affirmative Action Group:	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	
Category:	Professionals					Region: 1	Chicago	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	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.	2	0	0.00%	0	0.00	Agency Workforce.	
					100	0.02	Availability Percent.	

DHR-5-AAP (Rev. Feb. 2016)



## Region 7

Availability Percent Worksheet									
AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>							Affirmative Action Group:		
Category: Officials/Administrators							<b>WOMEN</b>		
							Region: 7		
							Facility: Springfield		
		A	B	C	D	E			
		Grand Total	Aff. Action	Percentage	Value	Weighted			
	FACTORS		Group	Total	Weight	Factor			
		#	#	%	%	%	Source of Statistics		
		-----	-----	-----	-----	-----			
1. Those having requisite skills in the region.		28,960	11,365	39.24%	90	35.32	U. S. Census Bureau / American Community Survey.		
2. Those promotable, trainable, and transferable in the region.		80	39	48.75%	10	4.88	Agency Workforce.		
				-----		100	32.16	Availability Percent.	
AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>							Affirmative Action Group:		
Category: Officials/Administrators							<b>BLACK or AFRICAN AMERICAN</b>		
							Region: 7		
							Facility: Springfield		
		A	B	C	D	E			
		Grand Total	Aff. Action	Percentage	Value	Weighted			
	FACTORS		Group	Total	Weight	Factor			
		#	#	%	%	%	Source of Statistics		
		-----	-----	-----	-----	-----			
1. Those having requisite skills in the region.		28,960	844	2.91%	90	2.62	U. S. Census Bureau / American Community Survey.		
2. Those promotable, trainable, and transferable in the region.		80	3	3.75%	10	0.38	Agency Workforce.		
				-----		100	2.40	Availability Percent.	
AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>							Affirmative Action Group:		
Category: Officials/Administrators							<b>HISPANIC or LATINO</b>		
							Region: 7		
							Facility: Springfield		
		A	B	C	D	E			
		Grand Total	Aff. Action	Percentage	Value	Weighted			
	FACTORS		Group	Total	Weight	Factor			
		#	#	%	%	%	Source of Statistics		
		-----	-----	-----	-----	-----			
1. Those having requisite skills in the region.		28,960	389	1.34%	90	1.21	U. S. Census Bureau / American Community Survey.		
2. Those promotable, trainable, and transferable in the region.		80	2	2.50%	10	0.25	Agency Workforce.		
				-----		100	1.17	Availability Percent.	
DHR-5-AAP (Rev. Feb. 2016)									

**Availability Percent Worksheet**

		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	Source of Statistics	
FACTORS		#	#	%	%	%	-----	
AGENCY:	Department of Commerce & Economic Opportunity						Affirmative Action Group: <b>ASIAN</b>	
Category:	Officials/Administrators						Region: 7 Facility: Springfield	
1. Those having requisite skills in the region.		28,960	320	1.10%	90	0.99	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		80	1	1.25%	10	0.13	Agency Workforce.	
					100	0.90	Availability Percent.	
AGENCY:	Department of Commerce & Economic Opportunity						Affirmative Action Group: <b>AMERICAN INDIAN or ALASKAN NATIVE</b>	
Category:	Officials/Administrators						Region: 7 Facility: Springfield	
1. Those having requisite skills in the region.		28,960	44	0.15%	100	0.15	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		80	0	0.00%	0	0.00	Agency Workforce.	
					100	0.12	Availability Percent.	
AGENCY:	Department of Commerce & Economic Opportunity						Affirmative Action Group: <b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b>	
Category:	Officials/Administrators						Region: 7 Facility: Springfield	
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.		80	0	0.00%	0	0.00	Agency Workforce.	
					0	0.00	Availability Percent.	

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet						
AGENCY:	<a href="#">Department of Commerce &amp; Economic Opportunity</a>					Affirmative Action Group:
Category:	Professionals					<b>WOMEN</b>
						Region: 7
						Facility: Springfield
		A	B	C	D	E
		Grand Total	Aff. Action	Percentage	Value	Weighted
	FACTORS		Group	Total	Weight	Factor
		#	#	%	%	%
		-----	-----	-----	-----	-----
		Source of Statistics				
		-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		43,165	24,855	57.58%	90	51.82
						U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		13	9	69.23%	10	6.92
						Agency Workforce.
					100	47.00
						Availability Percent.
<hr/>						
AGENCY:	<a href="#">Department of Commerce &amp; Economic Opportunity</a>					Affirmative Action Group:
Category:	Professionals					<b>BLACK or AFRICAN AMERICAN</b>
						Region: 7
						Facility: Springfield
		A	B	C	D	E
		Grand Total	Aff. Action	Percentage	Value	Weighted
	FACTORS		Group	Total	Weight	Factor
		#	#	%	%	%
		-----	-----	-----	-----	-----
		Source of Statistics				
		-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		43,165	1,885	4.37%	90	3.93
						U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		13	1	7.69%	10	0.77
						Agency Workforce.
					100	3.76
						Availability Percent.
<hr/>						
AGENCY:	<a href="#">Department of Commerce &amp; Economic Opportunity</a>					Affirmative Action Group:
Category:	Professionals					<b>HISPANIC or LATINO</b>
						Region: 7
						Facility: <a href="#">Springfield</a>
		A	B	C	D	E
		Grand Total	Aff. Action	Percentage	Value	Weighted
	FACTORS		Group	Total	Weight	Factor
		#	#	%	%	%
		-----	-----	-----	-----	-----
		Source of Statistics				
		-----	-----	-----	-----	-----
1. Those having requisite skills in the region.		43,165	438	1.01%	90	0.91
						U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		13	1	7.69%	10	0.77
						Agency Workforce.
					100	1.35
						Availability Percent.
<hr/>						
DHR-5-AAP (Rev. Feb. 2016)						

**Availability Percent Worksheet**

		A	B	C	D	E		
FACTORS		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	Source of Statistics	
		#	#	%	%	%	-----	
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.		13	0	0.00%	0	0.00	Agency Workforce.	
					100	2.42	Availability Percent.	
AGENCY: Department of Commerce & Economic Opportunity							Affirmative Action Group: <b>ASIAN</b>	
Category: Professionals							Region: 7	
							Facility: Springfield	
FACTORS		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	Source of Statistics	
		#	#	%	%	%	-----	
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.		13	0	0.00%	0	0.00	Agency Workforce.	
					100	0.11	Availability Percent.	
AGENCY: Department of Commerce & Economic Opportunity							Affirmative Action Group: <b>AMERICAN INDIAN or ALASKAN NATIVE</b>	
Category: Professionals							Region: 7	
							Facility: Springfield	
FACTORS		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	Source of Statistics	
		#	#	%	%	%	-----	
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.		13	0	0.00%	0	0.00	Agency Workforce.	
					100	0.06	Availability Percent.	

Availability Percent Worksheet								
AGENCY:	Department of Commerce & Economic Opportunity							Affirmative Action Group:
Category:	Paraprofessionals							<b>WOMEN</b>
							Region: 7	
							Facility:	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	1. Those having requisite skills in the region.	239	137	57.32%	90	51.59	U. S. EEOC	
	2. Those promotable, trainable, and transferable in the region.	2	1	50.00%	10	5.00	Agency Workforce.	
					100	45.27	Availability Percent.	
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity							Affirmative Action Group:
Category:	Paraprofessionals							<b>BLACK or AFRICAN AMERICAN</b>
							Region: 7	
							Facility: 0	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	1. Those having requisite skills in the region.	239	36	15.06%	100	15.06	U. S. EEOC	
	2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.	
					100	12.05	Availability Percent.	
<hr/>								
AGENCY:	Department of Commerce & Economic Opportunity							Affirmative Action Group:
Category:	Paraprofessionals							<b>HISPANIC or LATINO</b>
							Region: 7	
							Facility: 0	
		A	B	C	D	E		
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
	1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC	
	2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.	
					0	0.00	Availability Percent.	

**Availability Percent Worksheet**

AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>						Affirmative Action Group: <b>ASIAN</b>	
Category: Paraprofessionals						Region: 7	
						Facility: 0	
		A	B	C	D	E	
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
		#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
	1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
					0	0.00	Availability Percent.
<hr/>							
AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>						Affirmative Action Group: <b>AMERICAN INDIAN or ALASKAN NATIVE</b>	
Category: Paraprofessionals						Region: 7	
						Facility: 0	
		A	B	C	D	E	
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
		#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
	1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
					0	0.00	Availability Percent.
<hr/>							
AGENCY: <a href="#">Department of Commerce &amp; Economic Opportunity</a>						Affirmative Action Group: <b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b>	
Category: Paraprofessionals						Region: 7	
						Facility: 0	
		A	B	C	D	E	
	FACTORS	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
		#	#	%	%	%	Source of Statistics
		-----	-----	-----	-----	-----	-----
	1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
					0	0.00	Availability Percent.

## UTILIZATION ANALYSIS

### Region 1

#### Utilization Analysis

		Utilization Analysis							
Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>WOMEN</b>					Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	33.81	47.53	0.00	0.00	0.00	0.00	0.00	0.00	
Number Needed for Parity	16	15	0	0	0	0	0	0	
Number of Affirmative Action Group Members Already Employed	23	18	0	0	2	0	0	0	
Underutilization									

Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>BLACK or AFRICAN AMERICAN</b>					Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	11.17	15.63	0.00	0.00	0.00	0.00	0.00	0.00	
Number Needed for Parity	5	5	0	0	0	0	0	0	
Number of Affirmative Action Group Members Already Employed	7	18	0	0	2	0	0	0	
Underutilization									

DHR-8-AAP (Rev. Feb. 2016)

Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>HISPANIC or LATINO</b>						Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	6.57	5.33	0.00	0.00	0.00	0.00	0.00	0.00	
Number Needed for Parity	3	1	0	0	0	0	0	0	
Number of Affirmative Action Group Members Already Employed	8	3	0	0	0	0	0	0	
Underutilization									

Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>ASIAN</b>						Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	4.98	8.49	0.00	0.00	0.00	0.00	0.00	0.00	
Number Needed for Parity	2	2	0	0	0	0	0	0	
Number of Affirmative Action Group Members Already Employed	6	0	0	0	0	0	0	0	
Underutilization		<b>2</b>							



Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>AMERICAN INDIAN or ALASKAN NATIVE</b>						Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	0.07	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:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b>						Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	48	32	0	0	2	0	0	0	
Availability Percent	0.03	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									
DHR-8-AAP (Rev. Feb. 2016)									

**Region 7**

**Utilization Analysis**

Agency:	Department of Commerce & Economic Opportunity							
Affirmative Action Group:	<b>WOMEN</b>			Region 7				
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	51	80	1	0	10	1	0	1
Availability Percent	32.16	47.00	0.00	0.00	45.27	0.00	0.00	0.00
Number Needed for Parity	16	37	0	0	4	0	0	0
Number of Affirmative Action Group Members Already Employed	25	39	0	0	8	0	0	1
Underutilization								

Agency:	Department of Commerce & Economic Opportunity							
Affirmative Action Group:	<b>BLACK or AFRICAN AMERICAN</b>			Region 7				
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	51	80	1	0	10	1	0	1
Availability Percent	2.40	3.76	0.00	0.00	12.05	0.00	0.00	0.00
Number Needed for Parity	1	3	0	0	1	0	0	0
Number of Affirmative Action Group Members Already Employed	5	3	0	0	1	0	0	0
Underutilization								
DHR-8-AAP (Rev. Feb. 2016)								

Agency:	Department of Commerce & Economic Opportunity							
Affirmative Action Group:	<b>HISPANIC or LATINO</b>					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	51	80	1	0	10	1	0	1
Availability Percent	1.17	1.35	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	2	0	0	1	0	0	0
Underutilization								

Agency:	Department of Commerce & Economic Opportunity							
Affirmative Action Group:	<b>ASIAN</b>					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	51	80	1	0	10	1	0	1
Availability Percent	0.90	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	1	1	0	0	0	0	0	0
Underutilization								

Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>AMERICAN INDIAN or ALASKAN NATIVE</b>						Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	51	80	1	0	10	1	0	1	
Availability Percent	0.12	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	0	0	0	0	0	0	0	
Underutilization									

Agency:	Department of Commerce & Economic Opportunity								
Affirmative Action Group:	<b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b>						Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	51	80	1	0	10	1	0	1	
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									
DHR-8-AAP (Rev. Feb. 2016)									

## UNDERUTILIZATION SUMMARY BY REGION

<b>Underutilization Summary by Region</b>																								
<b>Name of Agency:</b> DCEO															<b>Fiscal Year:</b> 2020									
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																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	2	0	0	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																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women:	<u>0</u>	Total underutilization for Black or African American:	<u>0</u>	Total underutilization for Hispanic or Latino:	<u>0</u>
Total underutilization for Asian:	<u>2</u>	Total underutilization for American Indian or Alaskan Native:	<u>0</u>	Total underutilization for Native Hawaiian or Other Pacific Islander:	<u>0</u>

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)



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 3

## GOALS & TIMETABLES

The following tables reflect a summary of utilization, detailed in the previous section. This data will be used to develop goals in this section.

Region 1 (Cook County and surrounding area)

<b>Category</b>	<b>Blacks/ African Americans</b>	<b>Hispanics</b>	<b>Women</b>	<b>Asians</b>	<b>Native American</b>
Officials/Managers	P	P	P	P	P
Professionals	P	P	P	2	P
Technicians	P	P	P	P	P
Protected Service					
Para-Professionals	P	P	P	P	P
Office/Clericals	P	P	P	P	P
Skilled Craft	P	P	P	P	P
Service Maintenance	P	P	P	P	P
<b>TOTAL</b>	P	P	P	2	P

Region 7 (Sangamon County and surrounding area)

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

## NUMERICAL GOALS

Area to be addressed

Underutilization of two Asian Professionals in Region 1.

Goal

Eliminate underutilization of two Asian Professionals in Region 1.

Objective

As vacancies occur, hire/promote two Asian Professionals.

<u>Actions</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Notify relevant recruitment sources of vacancies for referrals of qualified applicants	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Employee three Asian Professionals, as applicable	Hiring Manager	6/30/20	Review of hires/promotions by EEO Officer
Participate in career placement fairs or contact Asian American organizations through the internet for the purpose of attracting well-qualified Asian American applicants to employment in opportunities in the public sector.	EOMC Deputy Director HR Deputy Director	6/30/20	Monitor the number of applicants who are able to obtain well-qualified ratings on the CMS open-competitive lists for the professional job category.



## PROGRAMMATIC GOALS

Area to be addressed

Lack of diversity in leadership staff

Goal

Increase representation of EEO groups, especially Black/African American and Hispanic/Latino, among the leadership staff.

Objective

As leadership vacancies occur, hire/promote two to five candidates from EEO groups, especially Black/African American and Hispanic/Latino.

<u>Actions</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Notify relevant recruitment sources of vacancies for referrals of qualified applicants	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Employ three Asian Professionals, as applicable	Hiring Manager	6/30/20	Review of hires/promotions by EEO Officer
Employ two to five members of EEO groups in leadership positions as applicable.	Interviewers	6/30/20	Review of hires/promotions by EO Officer.

## PROGRAMMATIC GOALS

Area to be addressed

Outreach to minority groups.

Goal

Increase DCEO representation at various functions to expand pool of potential applicants.

Objective

As opportunities arise DCEO will dedicate resources to participate in events serving minority populations.

<u>Actions</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Notify relevant staff of outreach opportunities	EOMC Deputy Director	Quarterly	Deputy Director
Contact various minority organizations to identify opportunities	EOMC Deputy Director	Quarterly	Deputy Director
Attend 5-7 events during the fiscal year	EOMC Deputy Director and relevant staff.	Quarterly	Deputy Director will review tracking spreadsheet



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 4

## EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCEDURE

### Policy

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

To that end, the EEO Officer and General Counsel will work in a concerted effort during the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the alleged discriminatory issue(s).

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state (Department of Human Rights) or the federal government (Equal Employment Opportunity Commission or any other appropriate government agency). The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

### Procedures

The Internal EEO Complaint Form (attached) shall be used to clearly record the date, nature and other pertinent information of the complaint of alleged discrimination submitted to the EEO Officer. The form is also available on the Department's intranet.

All complaints alleging a violation of the equal opportunity provisions must be filed with the EEO Officer within **10** working days from the alleged violation.

The EEO Officer will forward the complaint within **5** working days from the date of receipt of the complaint to the Department's General Counsel or designee who will process it and begin an investigation.

Copies of the complaint are kept in a confidential location on file with the Department's General Counsel and the EEO Officer. Upon request, the EEO Officer will provide technical assistance to the General Counsel or designee throughout the investigatory process.

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

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

IDHR administers the State of Illinois Sexual Harassment and Discrimination  
Helpline: Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)  
Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)

Addresses of governmental entities which have responsibility for handling various discriminatory complaints follow:

Illinois Department of Human Rights  
535 W. Jefferson Street, 1<sup>st</sup> Floor  
Springfield, Illinois 62702  
217.785.5100  
TTY 866.740.3953

Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
312.814.6200  
TTY 866.740.3953

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

Equal Employment Opportunity Commission  
JCK Federal Building  
230 South Dearborn Street  
Suite 1866 (Enforcement, State and Local & Hearings)  
Suite 2920 (Legal & ADR)  
Chicago, Illinois 60604  
312-872-9777  
Enforcement/File Disclosure Fax 312-558-1200  
[www.eeoc.gov](http://www.eeoc.gov)  
TTY 800-669-6820

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
800-669-4000  
TTY 800-669-6820



**Internal EEO Complaint Form**

All complaints regarding Equal Employment Opportunity should be filed with the Department’s Equal Employment Opportunity Officer at the following address:

Sara D. Lipscomb, EEO/AA Officer  
 JRTC-100 W. Randolph, Ste 3-400  
 Chicago, IL 60601  
 E-mail: [Sara.lipscomb@illinois.gov](mailto:Sara.lipscomb@illinois.gov)

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

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

3. Basis of the alleged discriminatory practice:
- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Disability  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Religion    |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Age         |
| <input type="checkbox"/> National Origin    | <input type="checkbox"/> Other       |
| Ancestry                                    |                                      |

4. The discrimination occurred in connection with:
- |  |   |
|--|---|
| <input type="checkbox"/> Interview           | <input type="checkbox"/> Compensation         |
| <input type="checkbox"/> Hiring Selection    | <input type="checkbox"/> Transfer             |
| <input type="checkbox"/> Promotion           | <input type="checkbox"/> Lay Off              |
| <input type="checkbox"/> Downward Allocation | <input type="checkbox"/> Termination          |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Training Opportunity |
| <input type="checkbox"/> Other * _____       |   |

\* Please explain within section 5 of this form.

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

(Continue on additional sheet, if necessary)

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

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

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

I have attached supporting evidence:                      Yes                      No

Describe:

---

---

8. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure, or with any public or private organization?

Yes                       No

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

---

---

Complainant's Signature

Date Filed

Department EEO Officer's Signature

Date Received

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

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

Illinois Department of Human Rights  
535 W. Jefferson Street, 1<sup>st</sup> Floor  
Springfield, IL 62702  
www.state.il.us/dhr  
Telephone (217) 785-5100  
TTY (217) 785-5125  
TTY (312) 353-2421

OR  
100 West Randolph  
Suite 10-100  
Chicago, IL 60601  
Telephone (312) 814-6200  
TTY (312) 263-1579

OR  
2309 W. Main, Suite 112  
Marion, IL 62959  
Telephone (618) 993-7461

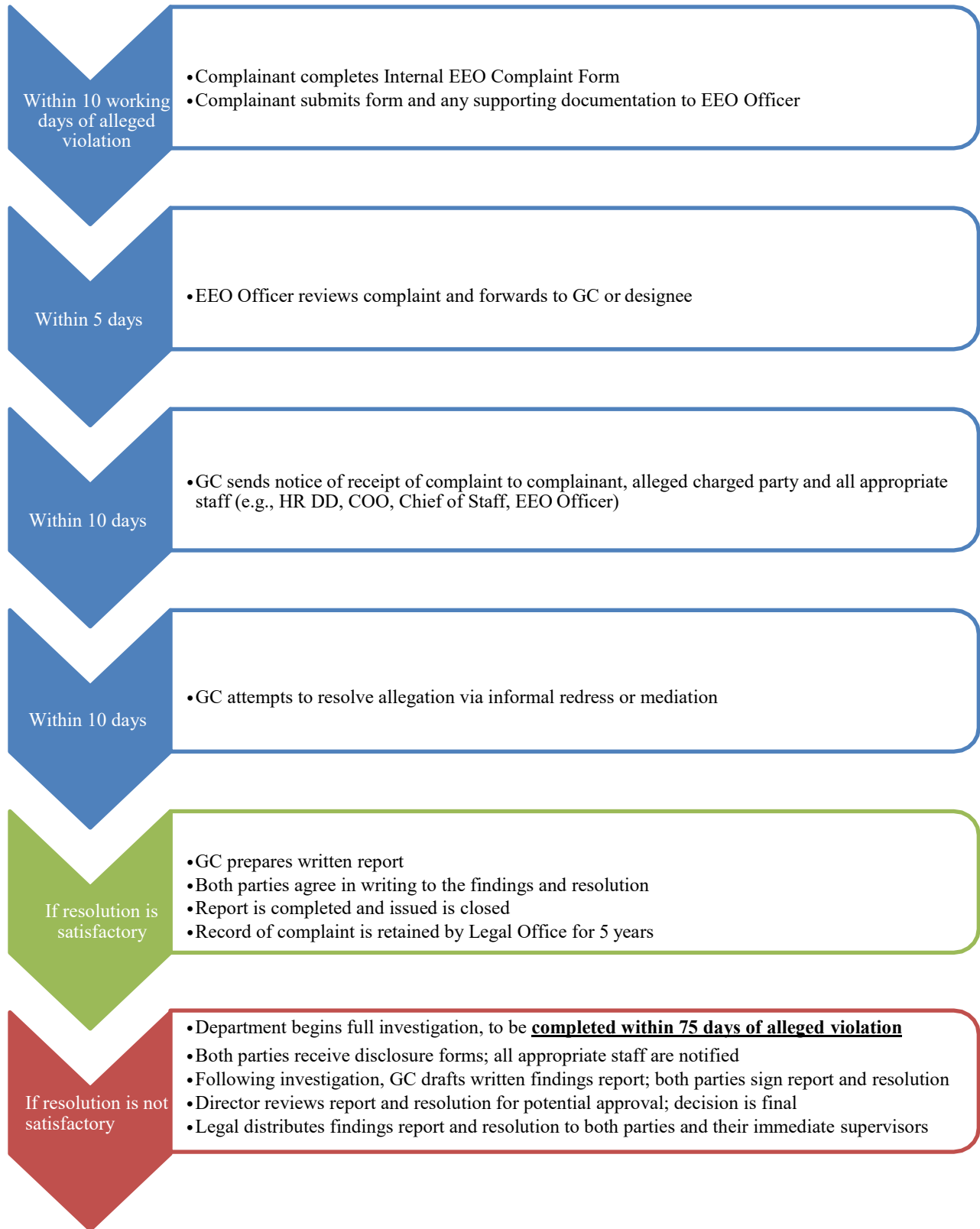
Equal Employment Opportunity Commission  
JCK Federal Building  
230 South Dearborn Street  
Suite 1866 (Enforcement, State and Local & Hearings)  
Suite 2920 (Legal & ADR)  
Chicago, Illinois 60604  
312-872-9777  
Enforcement/File Disclosure Fax 312-558-1200  
www.eeoc.gov  
TTY (312) 353-2421

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

Illinois Department of Labor  
State of Illinois Building  
160 North LaSalle Street, Suite C-1300  
Chicago, IL 60601-3150  
*Equal Pay Act of 2003*  
(866) 372-4365  
*Victims' Economic Security and Safety Act of 2003*  
*(VESSA)*  
(312) 793-6797

Please return the completed form, with copies of supporting documentation to the Department's EEO Officer.

## INTERNAL EEO COMPLAINT PROCESS & TIMELINE







**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 5

## AMERICANS WITH DISABILITIES ACT POLICY

It is the policy of the Illinois Department of Commerce and Economic Opportunity to comply with the provisions of the Americans with Disabilities Act 1990, 42 U.S.C.A. Section 12101, et seq ("ADA"), as amended by the ADA of 2008, and the Illinois Human Rights Act. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any programs, service or activity offered by the Department.

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

Individuals wishing to review the ADA or its interpretive regulations, ask questions about their rights and remedies under the ADA, request a reasonable modification to the Department's policies, practices or procedures, or file a written grievance with the Department alleging noncompliance with the ADA should contact the Department's designated coordinator for the ADA.

Sara D. Lipscomb  
EEO/AA Officer  
JRTC- 100 W. Randolph,  
Ste 3-400  
Chicago, IL 60601  
[Sara.lipscomb@illinois.gov](mailto:Sara.lipscomb@illinois.gov)

### Telecommunications Relay Center

#### **English:**

TDD only                      711 or 800-526-0844  
Voice                              711 or 800-526-0857

#### **Spanish:**

TDD only                      711 or 800-501-0864  
Voice                              711 or 800-501-0865

**LABOR FORCE ANALYSIS FOR PEOPLE WITH DISABILITIES**

Agency: Department of Commerce & Economic Opportunity

Fiscal  
Year: 2020

Total Employees: 240

Percent of People with Disabilities in Illinois  
Labor Force: 4.94%

Labor Force Number: 11

Number of Employees with  
Disabilities in Agency: 19

Underutilization or Parity: P

## REASONABLE ACCOMMODATION POLICY STATEMENT

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Department of Commerce and Economic Opportunity to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. The Department of Commerce and Economic Opportunity recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Department of Commerce and Economic Opportunity to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



\_\_\_\_\_  
Chief Executive Officer

8-30-19

\_\_\_\_\_  
Date

## REASONABLE ACCOMMODATION POLICY

### I. INTRODUCTION

The Americans With Disabilities Act of 1990, 42 U.S.C. 12101 et seq. (ADA), as amended by the ADAAA of 2008, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, the hiring, advancement or discharge of employees; employee compensation; job training; and, other terms, conditions and privileges of employment. [Section 102 (a)]

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

The policy and procedures set forth herein are also intended to meet the requirements of the Illinois Human Rights Act (Ill. Rev. Stat. 1989, ch. 68, para 1-101 et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as well as the ADA, as amended by the ADAAA of 2008.

### II. POLICY

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

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

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

### III. REASONABLE ACCOMMODATIONS COMMITTEE (RAC)

#### A. PURPOSE

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

#### B. MEMBERSHIP

The RAC consists of the following staff members:

- 1. Deputy Director of Human Resources
- 2. Chief Operating Officer
- 3. EEO Officer
- 4. ADA Coordinator

#### C. DUTIES

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

The RAC will maintain documentation regarding RAC requests in order to:

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

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

#### IV. REASONABLE ACCOMMODATION

- A. A reasonable accommodation is a modification or adjustment to a job application process and/or the work environment that enables qualified applicants or employees to be considered for a position, to perform the essential functions of a position and to enjoy equal benefits and privileges of employment. ADA regulations: 29 C.F.R. 1630.2(o)(1)
- B. Reasonable Accommodation may include, but is not limited to:
  1. making existing facilities used by employees readily accessible to and useable by individuals with disabilities;
  2. job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modification of examinations, training materials or policies; the provision of qualified readers or interpreters; and, other similar accommodations for individuals with disabilities. Section 101(9) of the ADA.

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

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

- D. Reasonable accommodations may be categorized in the following manner:
  1. restructuring/modifications accommodations, including, but not limited to job restructuring by removal of non-essential tasks, job modifications, rearrangement of office furniture, removal of desk drawers, flexible time to allow for transportation and/or medical schedules;

2. technological/accessibility accommodations, including, but not limited to dictating machines, voice activated equipment, Telecommunication Device for the Deaf (TDDs), hand controls for dictating devices, speaker-phones, telephone amplifiers, teletypewriters (TTY's), Braille typewriters, orthopedic desk chairs and other adaptive office furniture, looping systems, etc., as well as architectural modifications. In recent years, digital technology has evolved rapidly and is making the TTY obsolete. To find out more about these new devices and services please contact the Illinois Deaf and Hard of Hearing Commission, 1630 S. 6<sup>th</sup> Street, Springfield, IL 62703 or 217-557-4495;
3. assistive care accommodations including the utilization of additional persons such as readers, drivers, interpreters and attendants who specifically assist an individual in performing the essential duties of the job.

NOTE: A reasonable accommodation pertains only to the employee and does not include family members. Some types of accommodations need not be on an individual basis if available at the work site and if used by two or more individuals will not impede job performance.

## V. UNDUE HARDSHIP

- A. "Undue hardship" means significant difficulty or expense in, or resulting from, the provision of an accommodations. It refers to any accommodation that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the business of the agency.
- B. Whether an accommodation will impose an undue hardship must be analyzed on a case by case basis. Factors to be considered in determining whether an accommodation would impose an undue hardship on the Department may include, but not be limited to: (1) the nature and net cost of the accommodation needed; (2) the overall appropriations of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility and the effect on expenses and resources; (3) the overall appropriation of the Department with respect to the number of employees and the number, type, and location of its facilities; (4) the type of operation or operations of the Department, including the composition, structure and functions of the workforce of such agency, and the geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the Department; and (5) the impact of the accommodation upon the operation of the facility, including the impact on the ability of other employees to be able to perform their duties and the impact of the facility's ability to conduct business.
- C. A requested accommodation may be denied if it is unduly disruptive to other employees or to the functioning of the business of the agency. To demonstrate the accommodation may be denied if it is unduly disruptive, the disruption must result from the provision of the accommodation, not from the fears or prejudices of other employees toward the individual's disability. The terms of a collective bargaining agreement may be relevant.

## VI. PROCEDURES FOR PROCESSING REQUESTS FOR REASONABLE ACCOMMODATIONS

- A. The determination of reasonable accommodations for qualified employees who require such to overcome a physical or mental impairment in performance of job duties must be conducted at the request and with the consultation of the employee.
  1. A person with a disability may be qualified for a position vacancy if the person satisfies the requisite skills, experience, education and other job-related requirements of the employment position, as set forth in standardized Department of Central Management Services' requirements, and with or without reasonable accommodations can perform the essential functions of the job.

2. Essential job functions vary with individual job descriptions and would include those physical, mental and inter-personal activities necessary to achieve the anticipated job performance effectively.
  3. A determination as to a reasonable accommodation for one person will not be treated as a precedent for another person.
- B. The employee must request any and all reasonable accommodations on a Request for Reasonable Accommodation form. The employee is responsible for adequately responding to all questions as applicable on the form. Once completed, the form shall be transmitted by the employee to the immediate supervisor, or by the prospective employee to the interviewing supervisor. The employee should retain a copy of the request form.
1. If requested by management, the employee shall submit medical documentation to support the need for the accommodation. When additional information becomes available, the employee should submit it in writing to the immediate supervisor for transmittal to the RAC.
  2. Technical assistance is available to the employee and supervisor(s) from the Office of Human Resources upon request.
- C. The immediate supervisor or interviewing supervisor shall make a recommendation regarding the request within five (5) working days of receipt and forward the request to the appropriate Deputy Director who shall have five (5) working days to review and provide a recommendation on the request form.
- D. The Deputy Director shall forward the request to the Office of Human Resources Office for review by the RAC.
- E. Unless the appropriate reasonable accommodation is obvious to either or both the agency and the qualified individual with a disability, all reviewers and the Committee will, using a problem solving approach.
1. Analyze the particular job involved and determine its purpose and essential functions.
  2. Consult with the individual with a disability to ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.
  3. In consultation with the individual to be accommodated, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
  4. Consider the preference of the individual to be accommodated and select and implement the accommodation that is most appropriate for both the employee and the agency.
- F. All reviewers shall consider the request based on the following criteria: (1) the relationship between the accommodation and the essential job functions, (2) necessity, (3) cost effectiveness, (4) undue hardship to the agency, and (5) compatibility with existing equipment (where applicable).
- G. Within ten (10) working days, the RAC will act upon the request and report accommodations to the Director. If further information is required to make a recommendation, the employee shall be given thirty (30) days to provide such and the 10 working day time shall begin when the additional information is received.



- H. The Director will make the final decision within five (5) working days of receipt. A copy of the Director's decision and the RAC's recommendation will be returned by the ADA Coordinator to the appropriate Deputy Director who will coordinate implementing the approved request with appropriate staff. A copy of the Director's decision and the RAC's recommendation will also be sent to the employee by RAC within five (5) working days of receipt of the Director's decision.
- I. The time limits provided in this section may be extended up to thirty (30) days if circumstances warrant (e.g., absence of a person needed to make determination, additional information required, etc.).

## VII. RECONSIDERATION

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

An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U.S. Equal Employment Opportunity Commission.

## VIII. IMPLEMENTATION

- A. When implementing the approved request, the appropriate Deputy Director shall provide the following:
  - 1. If the requested accommodation is within the restructuring or modification category, the job will be modified/restructured with assistance from the Deputy Director and the Office of Human Resources. When the supervisor, manager, appropriate Deputy Director and employee are all in agreement, the supervisor shall provide the accommodation; or,
  - 2. If the requested accommodation is of a technological/accessibility or assistive care nature, the appropriate Deputy Director will coordinate purchase of equipment or devices, or initiate contracts, with the Department's ADA Coordinator within the Office of Human Resources.
- B. Expenditure Procedures
  - 1. In carrying out its expenditure obligation responsibilities, the Office of Financial Management relies on Departmental business unit managers to obtain all required approvals before making a commitment for expenditure of agency funds, to ensure that all purchases are consistent with State of Illinois and the Department's procurement policies and procedures, and to initiate steps required to encumber the funds through the Expenditure Planning and Control (EPC) system.
  - 2. As part of the process for purchasing goods or services using agency funds, managers are required to initiate an entry for the planned purchase into the EPC system to commit the funds within the Department's accounting system. Depending on the type of purchase, the business unit is also required to produce and approve an expenditure authorization document such as:

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



## State of Illinois Reasonable Accommodation Request for Employees

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

Name	Job Title	Division	Telephone Number
Functional Limitations			

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

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

### Narrative Explanation

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

---



---

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

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

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

Remarks \_\_\_\_\_  
 \_\_\_\_\_

## **Accommodation Request Procedures for Employees**

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

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

08/18



## State of Illinois Reasonable Accommodation Request for Applicants

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

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

### Type of Accommodation Needed

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

### Narrative Explanation

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

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

### Agency Action

Interviewing Officer's Determination

Grant

Deny

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

### Final Agency Approval

Signature:	Date:
------------	-------

## Accommodation Request Procedures for Applicants

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

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

### Procedures:

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

9. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
10. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
11. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
12. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
13. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.

## **PHYSICAL BARRIERS**

The Department rents space in two office buildings in Springfield, 500 East Monroe and 607 East Adams. Both buildings are historic and do not have some of the more modern conveniences or standards of newer buildings. However, both buildings, which are managed through the Illinois Department of Central Management Services, meet the minimum ADA requirements.

The state facilities in Chicago, at 100 West Randolph, and in Marion, at 2309 West Main, are also managed by CMS.



## PROCEDURAL BARRIERS

### A. Pre-Employment Screening

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

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

#### Permissible Inquiries

- Employers may describe or demonstrate the job function and ask if the applicant can perform that function with or without reasonable accommodation.
- Employers may ask whether the applicant has a driver's license, if driving is a job function, but may not ask whether the applicant has a visual disability.
- Employers may also ask an applicant (including one with a known disability) to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. Generally, this must be asked of all applicants.
- If an applicant has a known disability that may interfere with the performance of a job-related function, they can ask only that applicant.

#### Impermissible Inquiries

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

### B. Pre-employment Testing

The Department does not conduct pre-employment testing.

### C. Employment Criteria and Job Description Review

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

### D. Identification of Disabled Employees for Layoff Report

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

E. Identification of an ADA Coordinator

Sara D. Lipscomb  
EEO/AA Officer  
JRTC- 100 W. Randolph,  
Ste 3-400  
Chicago, IL 60601  
[Sara.lipscomb@illinois.gov](mailto:Sara.lipscomb@illinois.gov)

## EMERGENCY EVACUATION PROCEDURES

The EEO Officer provides emergency evacuation procedures periodically to employees with disabilities. The Department's Employee Policy Manual also details emergency procedures. The EEO Officer will monitor the On-line Disability Survey website for employees who have indicated their need of assistance during a workplace emergency evacuation. Such information will also be forwarded, in a confidential manner, to safety personnel.

Springfield Offices  
500 East Monroe and 607 East Adams

Springfield Fire Wardens will be responsible for proper evacuation of disabled personnel on each floor. If no sign of immediate danger is detected, these individuals will be evacuated to the inner halls of their floor. The Springfield Fire Wardens or staff assigned to assist the disabled will remain with disabled staff until further instruction is received from the fire Department.

Elevators will not be used to evacuate unless under the direction of the fire Department. The fire Department will be responsible for notification of "all clear" after evacuation.

Chicago Office  
James R. Thompson Center/ 3rd Floor

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

Marion Office 2309 Main  
Street

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



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 6

## APPLICABLE EEO LAWS

The federal and state civil rights law, rules, regulations, executive orders that impact the Department of Commerce and Economic Opportunity are identified below. Where there is a discrepancy between federal, state or local law - federal law supersedes the latter two, unless state or local law is more stringent.

### FEDERAL LAW:

The **Civil Rights Act of 1964**, as amended: This Act is the most comprehensive statute on Civil Rights ever enacted in the U.S. It bans discrimination in voting rights, public accommodations, public education and federally assisted programs. Additionally, it is unlawful under the Act to retaliate against a person who has openly opposed an employer's discriminatory practices or who has filed a charge or assisted in an investigation of a charge.

The **Equal Employment Opportunity Act of 1972** is an amendment to the Civil Rights Act of 1964 to extend the Equal Employment Opportunity Commission's jurisdiction to include public employers with 25 or more employees as well as private employers with 15 or more employees. This amendment adds sex and religion to the Title VII portion and extends Equal Employment Opportunity to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations.

The **Pregnancy Discrimination Act of 1978** amends Title VII of the Civil Rights Act to prohibit sex discrimination based on pregnancy. It required that women who were temporarily disabled due to pregnancy, childbirth and related medical conditions be provided the same benefits as those provided other disabled workers.

The **Civil Rights Act of 1991** expanded the protections afforded individuals under the Civil Rights Act of 1964. It protects against and deters unlawful discrimination and harassment in employment.

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

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

The **Age Discrimination in Employment Act of 1967**, as amended, prohibits arbitrary discrimination against persons 40 years of age or older.

The **Age Discrimination Act of 1975** prohibits unreasonable discrimination on the basis of age in programs or activities receiving Federal financial assistance, including programs or activities receiving funds under the State and Local Fiscal Assistance Act of 1972.

The **Rehabilitation Act of 1973** prohibits discrimination against people with physical and mental disabilities except where the disability would prevent them from performing the major duties of the job. It also provides for affirmative action in the employment and advancement of qualified disabled people. Section 503 requires federal contractors and their subcontractors to undertake affirmative action in the employment of qualified disabled individuals. Section 504 requires recipients of federal financial assistance to provide equal employment opportunity and equal service access to qualified disabled individuals. Executive Order 12250 requires each federal agency granting funds to issue Section 504 regulations and authorizes the Justice Department to coordinate Section 504 implementation. Section 504 is enforced by the agency providing the federal funds in question.

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

**Title I** of the **Americans with Disabilities Act of 1990**, as amended by the Americans with Disabilities Amendments Act of 2008, 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 this Act.

The **Vietnam Era Veterans Readjustment Act of 1974** requires employers to provide equal opportunity to Vietnam veterans and to disabled veterans of any war and to take affirmative action to ensure such opportunities.

The **Equal Pay Act of 1963**, as amended, 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 skills, effort and responsibility, and which are performed under similar working conditions in the same establishment. The Act also prohibits reducing any employee's wage in order to come into compliance with the Act.

In general, any employee who is covered by the minimum wage provisions of the Fair Labor Standards Act (FLSA) is protected by this Act. In addition, the Act was amended in 1972 to include some employees not covered by the FLSA, such as executives, administrators, professionals, etc. Violation of this law, if determined to be intentional, can result in a back pay. The award covering a period which begins three years prior to the date of filing and ends when the award is made.

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

The **Intergovernmental Personnel Act** of 1970 ensures the fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and constitutional rights as citizens. The United States Civil Service Commission (USCSC) administers the Act. USCSC may recommend remedial action, including the termination of grants to states and local governments after they have been given reasonable notice and an opportunity for a hearing, if the program fails to comply with the provisions of the Act. However, actual enforcement authority rests with the grantor agency.

The **Family and Medical Leave Act (FMLA)** 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.

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

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

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

The **Uniformed Services Employment and reemployment Rights Act (USERRA)** protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service.

The **Genetic Information Nondiscrimination Act of 2008** makes it illegal to discriminate against employees or applicants because of genetic information.

## **EXECUTIVE ORDERS**

Executive Order 11063 provides that no person shall, on the basis of race, color, creed or national origin, be discriminated against in the provisions, rehabilitation or benefits of housing financed through Federal financial assistance.

Executive Order 11141 declares it a policy of the Executive Branch that government contractors not discriminate on the basis of age.

Executive Order 11246 requires governmental contractors to have written Affirmative Action Plans and to set goals and time tables for increasing the representation of women and minorities in their workforce if they have been underutilized in the past.

Executive Order 11375 expands the coverage of Executive Order 11246 to include discrimination on the basis of sex.



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**

Bruce Rauner, Governor

## SECTION 7



# HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
 City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
 IDHR Region / (Facility): \_\_\_\_\_ Bid Number: \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_

1. Is the EEO category underutilized?    
 If yes, indicate number for each group:  
 1: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_

Women: \_\_\_\_\_ Black or African America  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities: \_\_\_\_\_

2. Indicate: Race of person selected:    
 Sex:   Veteran:   Disability:

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 or Alaskan 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?

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:   with this hire. Remarks on reverse side.  
 \_\_\_\_\_  
 EEO/AA Officer Date

I approve of this hire  
 \_\_\_\_\_  
 Chief Executive Officer Date

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

DHR-19 (Rev. July 2015)

# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
 City / County \_\_\_\_\_ Position Number: \_\_\_\_\_  
 IDHR Region / (Facility) \_\_\_\_\_ EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized?    
 If yes, indicate number for each group:  
 Women: \_\_\_\_\_ Black or African America 1: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\*: \_\_\_\_\_

2. Indicate the race and sex of 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 or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?    
 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?

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   with this promotion. Remarks on reverse side.

\_\_\_\_\_  
 EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
 Chief Executive Officer Date

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

DHR-20 (Rev. Feb. 2016)

**\*For EEO Monitoring purposes.**

**EXIT QUESTIONNAIRE**

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

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

Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Race \_\_\_\_\_

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

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

Starting Salary \_\_\_\_\_ Current Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Would you want to work here again? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

Same Position? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Same Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Do you feel the working conditions were satisfactory?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Do you have any suggestions for improving employee morale? \_\_\_\_\_

Were you satisfied with the pay you received for the work performed and with promotions? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

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

Were you satisfied with the supervision and were you trained properly?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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

Did you receive any equal employment opportunity / affirmative action orientation? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain: \_\_\_\_\_

During your employment did you request an accommodation based on your disability? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
If yes, please explain:

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

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Additional comments / concerns: \_\_\_\_\_



