



State of Illinois
Department of Commerce and Economic Opportunity

Affirmative Action Plan Fiscal Year 2024



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 2023

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Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

SECTION 1

INTRODUCTION

The Illinois Department of Commerce and Economic Opportunity's (DCEO) Affirmative Action Plan serves as a guide to its equal opportunity program initiatives. The data component sections of the plan demonstrate how well the Department performed last fiscal year toward meeting its hiring and nondiscrimination objectives.

This plan also provides a blueprint of DCEO's FY24 goals and objectives towards providing reasonable accommodations to staff and utilizing the talents of minorities, protected class individuals, physically challenged persons and veterans.

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

The Affirmative Action Plan was further developed with the intent to be utilized by the Department's management staff in their efforts to keep the Department 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 in all hiring and upward mobility programs.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PROGRAM CERTIFICATION

AGENCY: Illinois Department of Commerce & Economic Opportunity

MAIN ADDRESS: 555 W Monroe Suite 1200, Chicago, IL 60661

TELEPHONE NUMBER: 312-814-2811 or 312 -814-7179

TTY / NEXTALK: 800-785-6055

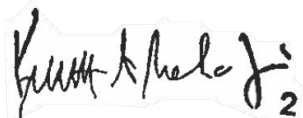
WEBSITE: www.DCEO.Illinois.Gov

CHIEF EXECUTIVE OFFICER: Kristin A. Richards

EEO/AA OFFICER: Jared Walkowitz

ADA COORDINATOR: Jared Walkowitz

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



Chief Executive Officer

Date: *September 1, 2023*



EEO/ADA Coordinator

Date: *September 1, 2023*

DIRECTOR'S EEO/AA POLICY STATEMENT

The Illinois Department of Commerce and Economic Opportunity (DCEO) is committed to building upon a culture of inclusivity, equity and diversity both through its hiring and through its programs by prioritizing equitable policies to uplift Illinoisans from historically marginalized groups.

DCEO is deeply committed to upholding the ideals of inclusive hiring practices and policies to promote a workforce that is diverse in race, color, religion, sex, sexual orientation, age, disability and veteran status. The Department's Affirmative Action Plan provides an overview of its progress towards creating a workforce reflective of the diversity of our state, as well as areas of focus for continued improvement.

A handwritten signature in black ink, appearing to read "Kristin A. Richards", with a small number "2" written below the signature.

Kristin A, Richards, Director
Illinois Department of Commerce & Economic Opportunity

Date: **September 1, 2023**

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

DCEO Mission Statement:

The mission of the Illinois Department of Commerce and Economic Opportunity (DCEO) is to create equitable economic opportunities across the State of Illinois. By attracting and supporting major job creators, investing in communities, strengthening Illinois' world-class workforce, fostering innovation, and ushering in the new clean energy economy, DCEO works to fortify Illinois' reputation as a global economic powerhouse while ensuring Illinois is the best state to live, work and do business.

EEO/AA Challenges

The Department strives to have its workforce diversity reflect the demographics of the State of Illinois. Efforts towards this goal are an ongoing part of the Department's hiring practices. Over the last few years, the Department has worked to increase alignment in exempt, merit comp and bargaining unit positions, however, continued efforts to recruit and retain a diverse workforce are needed.

Analysis of the report identifies four key focus areas, two numeric goals and two programmatic goals.

- a) Numeric goal - Increase representation of the Asian American candidates to improve parity with state demographics.
The data identifies there is an underutilization of three (3) for Asian Americans in the workforce, with region 1 Chicago having one (1) off for parity and region 7 Springfield having two (2) off for parity.
- b) Numeric goal- Increase representation of persons with disabilities to improve parity with state demographics.
The data identifies that there is an underutilization in numbers for persons with disabilities by two (2) for parity in the agency. This is a new numeric goal for FY23.
- c) Programmatic Goal = Increase representation of Black/African American males to improve the gender equity category.
The data identifies that among all racial groups, except for Black/African Americans, there is equity amongst gender. The recruitment focus is to continue to recruit and hire more Black/African American **males** with emphasis in the Officials/Administrator and Professional categories.
- d) Programmatic Goal - Increase minority representation in the Officials/Administrators EEO job category.
The data identifies that minorities are still underrepresented in this category with over 70% of the workforce comprised by white males and females.

Some of the challenges the Department faces in recruiting a diverse workforce is in casting a wide enough net to reach qualified diverse candidates and ensuring there is diversity within the internal and external pipeline for bargaining unit positions. Several positions in the Professional category are a part of the AFSCME bargaining unit and must be filled in accordance with the Master Contract agreement. Therefore, to diversify bargaining unit positions, recruitment efforts must allow for targeting and onboarding of new diverse candidates.

The Department's Offices of Employment Opportunity Monitoring and Compliance and Human Resources have an action plan that includes strategies to target outreach to diverse candidates and collaborate with external partners to ensure the process allows for their recruitment and retention.

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**

**Jared Walkowitz
Interim EEO/ADA Officer
555 W. Monroe, Suite 1200
Chicago, IL 60661
CEO.EOMC@illinois.gov**

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

DIRECTOR
KRISITN A. RICHARDS

OFFICE OF EO MONITORING & COMPLIANCE
SEN PUB SERV ADMIN opt 1 016
40070-42-00-005-00-01
VACANT (HICKS SKINNER 8/25/23)
Jared Walkowitz - EEO/ADA officer
4d3/XG000 AI=N

**AGENCYWIDE EEO OFFICER/
EDUCATION & TRAINING**
PUBLIC SERV ADMIN opt 1 084
37015-42-00-005-10-01
VACANT (Benn 4/30/16)
RC063 AI=N

ADMIN ASST 1 084
00501-42-00-005-10-01
VACANT
RC028 AI=N

EXECUTIVE 2 084
13852-42-00-005-10-01
VACANT
RC062 AI=N

**WORKFORCE
EQUAL OPPORTUNITY**

PUBLIC SERV ADMIN opt 1 016
37015-42-00-005-20-01
VACANT
RC063 AI=N

PUBLIC SERV ADMIN opt 1 084
37015-42-00-005-20-02
VACANT
RC063 AI=N

PUBLIC SERV ADMIN opt 1 084
37015-42-00-005-20-03
TIM GOLEMO
RC063 AI=Y

EXECUTIVE 2 opt 29/SS 016
13852-42-00-005-20-01
VACANT (Charneco 12/31/19)
RC062 AI=N

EXECUTIVE 2 084
13852-42-00-005-20-02
VACANT (D. Fanniel 12/31/22)
RC062 AI=N

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	70.42 %	66.88%	100%	0%	62.50%	66.67%	0%	100%
Black/African-American	13.38%	18.47%	0%	0%	12.50%	0%	0%	0%
Hispanic/Latino	8.45%	8.28%	0%	0%	12.50%	33.33%	0%	0%
Asian	4.23%	1.27%	0%	0%	0%	0%	0%	0%
American Indian/Alaska Native	0.70%	0%	0%	0%	0%	0%	0%	0%
Native Hawaiian/Other Pacific Islander	0%	0%	0%	0%	0%	0%	0%	0%
Male	50.00%	40.13%	50%	0%	12.50%	33.33%	0%	0%
Female	50.00%	59.87%	50%	0%	87.50%	66.67%	0%	100%

Analysis: Considering overall distribution of positions across race/ethnicity/national origin categories, minority employees are under-represented in two classifications; Officials/Administrators and Professional with 72.46% and 70.47% respectively of the workforce being white in these classifications.

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 Officer, 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
JB Pritzker, Governor

SECTION 2

INTERNAL WORKFORCE ANALYSIS

As of June 30, 2023, Illinois Department of Commerce and Economic Opportunity had a total number of **333** 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:

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 African American, with 18 male employees versus 38 female employees.

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	67	35	21	5	5	3		1	1	32	15	7	6	4				52.24%	47.76%	53.73%	17.91%	16.42%	10.45%	0.00%	1.49%	1.49%
Professionals	28	10	5	3	2					18	3	12	2	1			1	35.71%	64.29%	28.57%	53.57%	14.29%	3.57%	0.00%	0.00%	3.57%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	2	1			1					1			1					50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	98	47	26	9	8	3	0	1	1	51	18	19	9	5	0	0	1	47.96%	52.04%	44.90%	28.57%	17.35%	8.16%	0.00%	1.02%	2.04%

Grand Total Employees for Region 1:	Males: 47 47.96%	Females: 51 52.04%	Total Minorities: 54 55.10%
White: 44 44.90%	Black/African American: 28 28.57%	Hispanic/Latino: 17 17.35%	Asian: 8 8.16%
	AI/AN: 0 0.00%	NHOPI: 1 1.02%	PWD: 2 2.04%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **2**

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	2	1		1					1		1						50.00%	50.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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%
TOTAL	2	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	50.00%	50.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 2:		Males:	1 50.00%	Females:	1 50.00%	Total Minorities:	2 100.00%
White:	0 0.00%	Black/African American:	2 100.00%	Hispanic/Latino:	0 0.00%	Asian:	0 0.00%
		AI/AN:	0 0.00%	NHOPI:	0 0.00%	PWD:	0 0.00%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **3**

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	2	2	2						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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%
TOTAL	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 3:		Males:	2	Females:	0	Total Minorities:	0
			100.00%		0.00%		0.00%
White:	2	Black/African American:	0	Hispanic/Latino:	0	Asian:	0
	100.00%		0.00%		0.00%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 4:		Males:	1	Females:	0	Total Minorities:	1
			100.00%		0.00%		100.00%
White:	0	Black/African American:	0	Hispanic/Latino:	1	Asian:	0
	0.00%		0.00%		100.00%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0								1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0.00%	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 5:		Males:	0	Females:	2	Total Minorities:	1
			0.00%		100.00%		50.00%
White:	1	Black/African American:	1	Hispanic/Latino:	0	Asian:	0
	50.00%		50.00%		0.00%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **7**

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	73	34	32	2				2	39	33	5	1				1	46.58%	53.42%	89.04%	9.59%	1.37%	0.00%	0.00%	0.00%	4.11%	
Professionals	135	52	42	6	4			1	83	67	11	3	1	1		4	38.52%	61.48%	80.74%	12.59%	5.19%	0.74%	0.74%	0.00%	3.70%	
Technicians	3	1	1						2	2							33.33%	66.67%	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	5	0							5	3	1	1			1	0.00%	100.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	20.00%	
Administrative Support	2	0							2	2							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	219	87	75	8	4	0	0	0	3	132	108	17	5	1	1	0	6	39.73%	60.27%	83.56%	11.42%	4.11%	0.46%	0.46%	0.00%	4.11%

Grand Total Employees for Region 7:		Males: 87 39.73%	Females: 132 60.27%	Total Minorities: 36 16.44%
White: 183 83.56%	Black/African American: 25 11.42%	Hispanic/Latino: 9 4.11%	Asian: 1 0.46%	AI/AN: 1 0.46%
				NHOPI: 0 0.00%
				PWD: 9 4.11%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 8:		Males:	0 0.00%	Females:	1 100.00%	Total Minorities:	0 0.00%
White:	1 100.00%	Black/African American:	0 0.00%	Hispanic/Latino:	0 0.00%	Asian:	0 0.00%
		AI/AN:	0 0.00%	NHOPI:	0 0.00%	PWD:	0 0.00%

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

Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 9:		Males:	0 0.00%	Females:	1 100.00%	Total Minorities:	0 0.00%
White:	1 100.00%	Black/African American:	0 0.00%	Hispanic/Latino:	0 0.00%	Asian:	0 0.00%
		AI/AN:	0 0.00%	NHOPI:	0 0.00%	PWD:	0 0.00%

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

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	3	2	2							1	1							66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	0								2	2							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	2	0								2	2							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	7	2	2	0	0	0	0	0	0	5	5	0	0	0	0	0	0	28.57%	71.43%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 10:	Males: 2	Females: 5	Total Minorities: 0
	28.57%	71.43%	0.00%
White: 7	Black/African American: 0	Hispanic/Latino: 0	Asian: 0
100.00%	0.00%	0.00%	0.00%
			AI/AN: 0
			NHOPI: 0
			PWD: 0
			0.00%

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

Summary of Workforce Analysis by Region

Agency: Department of Commerce & Economic Opportunity

Reporting Period: FY23 Q4

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	151	75	57	8	6	3		1	3	76	52	13	7	4			1	49.67%	50.33%	72.19%	13.91%	8.61%	4.64%		0.66%	2.65%
Professionals	166	62	47	9	6				1	104	72	24	5	2	1		5	37.35%	62.65%	71.69%	19.88%	6.63%	1.20%	0.60%		3.61%
Technicians	3	1	1							2	2							33.33%	66.67%	100.00%						
Protective Service																										
Para-professionals	8	1		1						7	5	1	1				1	12.50%	87.50%	62.50%	25.00%	12.50%				12.50%
Administrative Support	4	1			1					3	2		1					25.00%	75.00%	50.00%		50.00%				
Skilled Craft																										
Service / Maintenance	1									1	1								100.00%	100.00%						
TOTAL	333	140	105	18	13	3		1	4	193	134	38	14	6	1		7	42.04%	57.96%	71.77%	16.82%	8.11%	2.70%	0.30%	0.30%	3.30%

Grand Total Employees:	Males: 140 42.04%	Females: 193 57.96%	Total Minorities: 94 28.23%
White: 239 71.77%	Black/African American: 56 16.82%	Hispanic/Latino: 27 8.11%	Asian: 9 2.70%
	AI/AN: 1 0.30%	NHOPI: 1 0.30%	PWD: 11 3.30%

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

Underutilization Summary by Region

Name of Agency: Department of Commerce and Economic Opportunity

Fiscal Year: 2023

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										1														
2																								
3																								
4																								
5																								
6																								
7										2														
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	3	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																								
Total	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: 0 Total underutilization for Black or African American: 0 Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 3 Total underutilization for American Indian or Alaskan Native: 0 Total underutilization for Native Hawaiian or Other Pacific Islander: 0

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

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaska Native NHOPI= Native Hawaiian or Other Pacific Islander

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

Analysis: Considering overall distribution of positions across race/ethnicity/national origin categories, minority employees are under-represented in two classifications; Officials/Administrators and Professional with 72.19% and 71.69% respectively of the workforce being white in these classifications.

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- professionals	Administrative Support	Skilled Craft	Service/ Maintenance
White	72.19 %	71.69%	100%	0%	62.50%	50%	0%	100%
Black/African-American	13.91%	19.88%	0%	0%	25%	0%	0%	0%
Hispanic/Latino	8.61%	6.63%	0%	0%	12.5%	50%	0%	0%
Asian	4.64%	1.2%	0%	0%	0%	0%	0%	0%
American Indian/Alaska Native	0%	.6%	0%	0%	0%	0%	0%	0%
Native Hawaiian/Other Pacific Islander	.66%	0%	0%	0%	0%	0%	0%	0%
Male	49.67%	37.35%	33.33%	0%	12.50%	25%	0%	0%
Female	50.33%	62.65%	66.67%	0%	87.50%	75%	0%	100%



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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)

Category	Blacks/ African Americans	Hispanics	Women	Asians	Native American
Officials/Managers	P	P	P	P	P
Professionals	P	P	P	1	P
Technicians	P	P	P	P	P
Protected Service					
Paraprofessionals	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
TOTAL	P	P	P	1	P

Region 7 (Sangamon County and surrounding area)

Category	Blacks/ African Americans	Hispanics	Women	Asians	Native American
Officials/Managers	P	P	P	P	P
Professionals	P	P	P	2	P
Technicians	P	P	P	P	P
Protected Service					
Paraprofessionals	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
TOTAL	P	P	P	2	P

NUMERICAL GOAL ONE

Area to be addressed

Underutilization of one (1) Asian American in the Professional category in region 1 and two (2) in region 7 for a total of three (3).

Goal 1

Eliminate underutilization of three (3) Asian American in all regions.

Objective

As vacancies occur, hire/promote three (3) 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 Asian American applicants	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Employee three Asian Americans in the Professional category, as applicable	Hiring Manager	6/30/24	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 applicants to employment in opportunities in the public sector.	EOMC Deputy Director HR Deputy Director	6/30/24	Monitor the number of applicants who can obtain a well-qualified rating on the CMS open- competitive lists for the professional job category.

NUMERICAL GOAL TWO

Area to be addressed

Underutilization of two (2) for Persons with Disabilities in all regions.

Goal 2

Eliminate underutilization of two (2) Persons with Disabilities in all regions.

Objective

As vacancies occur, hire/promote two (2) or more Persons with Disabilities.

<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 Persons with Disabilities applicants	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Employee one or more Persons with Disabilities in all categories, as applicable	Hiring Manager	6/30/24	Review of hires/ promotions by EEO Officer
Participate in career placement fairs or partner with Department of Human Services to attract well-qualified Persons with Disabilities applicants to employment in opportunities in the public sector.	EOMC Deputy Director HR Deputy Director	6/30/24	Monitor the number of applicants who can obtain a well-qualified rating on the CMS open- competitive lists for the professional job category.

PROGRAMMATIC GOAL THREE

Area to be addressed

Black/African American males are underrepresented in terms of gender equality.

Goal 3

Eliminate the underrepresentation of Black/African American males to bring equity to this racial group in gender.

Objective

As vacancies occur, hire 1-3 Black African American males in the Officials/Administrator and Professionals categories.

<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 Black/African American applicants.	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Employee one to three Black/African American males, as applicable.	Hiring Manager	6/30/24	Review of hires/ promotions by EEO Officer
Participate in career placement fairs or contact Black/African American organizations through the internet for the purpose of attracting well-qualified applicants to employment in opportunities in the public sector.	EOMC Deputy Director HR Deputy Director	6/30/24	Monitor the number of applicants who can obtain a well-qualified rating on the CMS open-competitive lists for all job categories.

PROGRAMMATIC GOAL FOUR

Area to be addressed

Diversity in leadership staff for the Officials/Administrator category.

Goal 4

Increase representation of all EEO racial groups among the leadership staff in the Officials/Administrator category.

Objective

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

<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 and contact various minority organizations to identify opportunities.	EOMC Deputy Director HR Deputy Director	Quarterly	Review by DHR
Increase DCEO representation at various minority functions to expand pool of potential applicants.	Leadership EOMC Deputy Director HR Deputy Director	6/30/24	Review by DHR & EOMC
Employ two to five members of EEO groups in leadership positions as applicable.	Hiring Manager	6/30/24	Review of hires/ promotions by EEO Officer
Participate in career placement fairs and/or contact minority organizations through the internet for the purpose of attracting well-qualified applicants to employment in opportunities in the public sector.	EOMC Deputy Director HR Deputy Director	6/30/24	Monitor the number of applicants who can obtain a well-qualified rating on the CMS open-competitive lists for all job categories.



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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)

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

Illinois Department of Human Rights
524 S 2nd Street, Suite 3000
Springfield, Illinois 62701
217.785.5100
TTY 866.740.3953

Illinois Department of Human Rights
555 West Monroe Street, 7th Floor
Chicago, Illinois 60661
312.814.6200
TTY 866.740.3953

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 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:

Jared Walkowitz Interim EEO/AA
Officer
555 W. Monroe, Suite 1200
Chicago, IL 60661
E-mail: CEO.EOMC@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
524 South 2nd Street, Suite 300
Springfield, IL 62702
www.state.il.us/dhr
Telephone (217) 785-5100
TTY (217) 785-5125
TTY (312) 353-2421

OR
Illinois Department of Human Rights
555 West Monroe Street
7th Floor
Chicago, IL 60661
Telephone (312) 814-6200
TTY (312) 263-1579

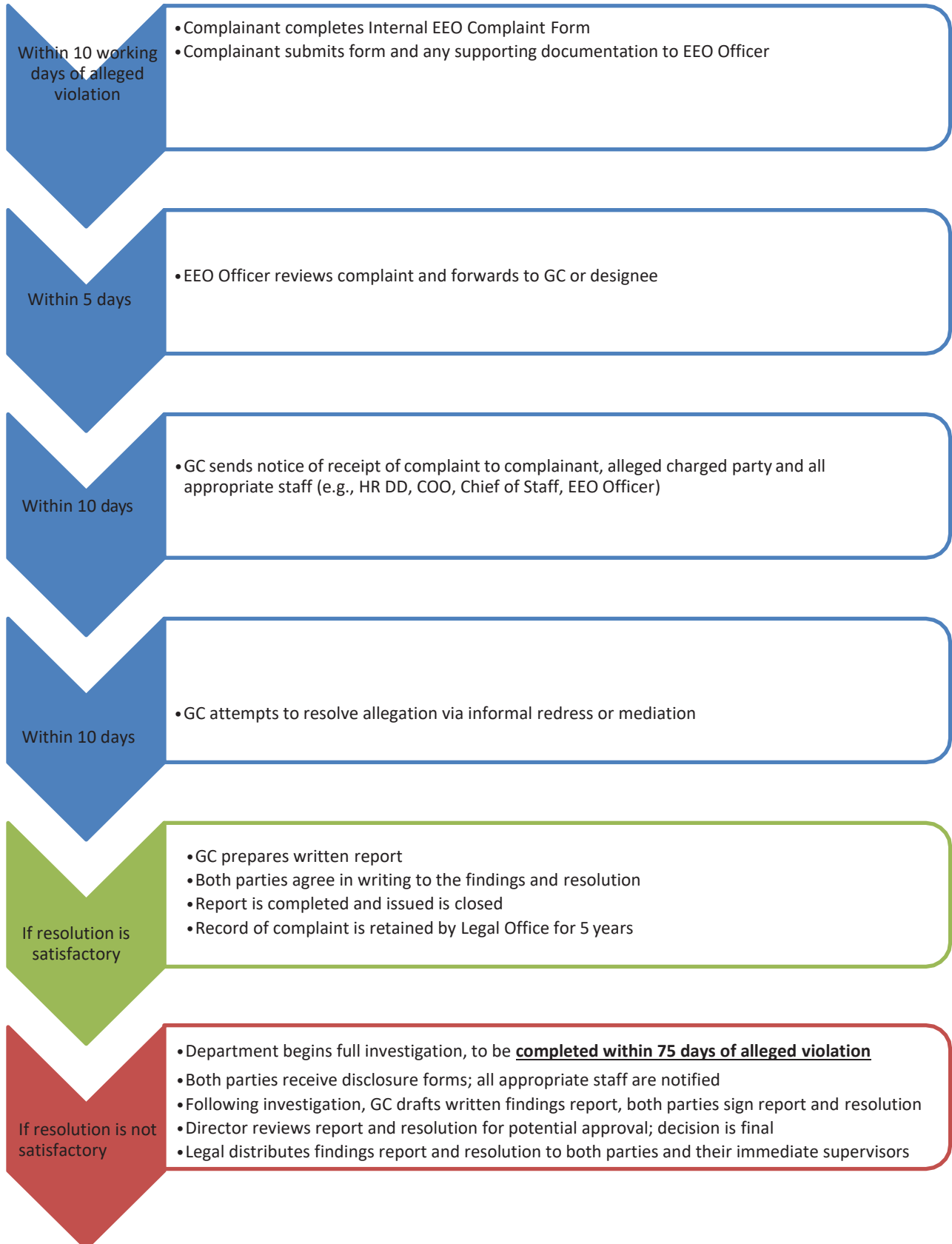
Equal Employment Opportunity Commission
JCK Federal Building
230 South Dearborn Street
Suite 1866 (Enforcement, State and Local & Hearings)
Suite 2920 (Legal & ADR)
Chicago, Illinois 60604
312-872-9777
Enforcement/File Disclosure Fax 312-558-1200
www.eeoc.gov
TTY (312) 353-2421

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

JB Pritzker, 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 ADAAA 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.

Jared Walkowitz
Interim EEO/AA Officer
555 W. Monroe Street
Suite 1200
Chicago, IL 60661
CEO.EOMC@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: 2023

Total Employees: 333

Percent of People with Disabilities in Illinois
Labor Force: 5.96%

Labor Force Number: 19

Number of Employees with
Disabilities in Agency: 11

Underutilization or Parity: 8

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 Department's 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

Date: *September 1, 2023*

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 effectively implement this policy.

B. MEMBERSHIP

The RAC consists of the following staff members:

1. Deputy Director of Human Resources
2. Chief of Staff
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, approved and 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, speakerphones, 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. 6th 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, use a problem-solving approach.
1. Analyze the 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 documentation and the required 10 working day(s) time

period 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 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 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.



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 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, 1 W Old State Capitol Plaza 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 555 West Monroe Street, 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

Jared Walkowitz

Interim EEO/AA Officer

555 W. Monroe Street,

Suite 1200

Chicago, IL 60661

CEO.EOMC@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

1 W Old State Capitol Plaza 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

555 West Monroe Street/12th 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.



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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)** of 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 timetables 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 based on sex.



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SECTION 7

HIRING MONITOR

Name of Agency: DCEO
 City / County: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____
 Title of Job to be filled: _____

Candidate's Name: _____
 Position Number: _____
 Bid Number: _____
 Date of Hire: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 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)]

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 American: _____ 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: (Choose One) _____ (Choose One) _____

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? (Choose One) _____

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 (Choose One) _____ 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)]

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: _____



Employee Signature _____ Date _____

