

EEO Utilization Report

Organization Information

Name: Illinois Department Of Human Services

City: Chicago

State: IL

Zip: 60607

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

ILLINOIS DEPARTMENT OF HUMAN SERVICES

For the Fiscal Year 2022

It is the policy of the Illinois Department of Human Services (IDHS) that its employees and applicants for employment will be free from discrimination, harassment, sexual harassment, and, retaliation with regard to employment practices or in the workplace. This IDHS policy provides for freedom from discrimination and harassment and prohibits exclusion from personnel actions for reasons related to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, genetic information, pregnancy, citizenship status, military status, order of protection status, military discharge status or sexual orientation in connection with employment. Further, the IDHS prohibits the discriminatory exclusion of a person(s) from employment, examination, appointment, training, recruitment, promotion, retention, discipline, or any other personnel action.

The nondiscrimination, sexual harassment and affirmative action policy of the IDHS is in conformance with: Title VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991; the Equal Pay Act of 1963; Title I of the Americans with Disabilities Act of 1990; the Illinois Human Rights Act; Section 504 of the Rehabilitation Act; HIPAA General Administrative Requirements; HIPAA Security and Privacy; Non-Discrimination on the Basis of Disability in State and Local Government Services; Section 504 Grievance Procedure; the Age Discrimination in Employment Act of 1967; the Nutrition Act of 2008; Genetic Information Nondiscrimination Act of 2008; the Pregnancy Discrimination Act; the Americans with Disabilities Act of 1990; and the Americans with Disabilities Amendments Act of 2008. Any IDHS employee or applicant for employment, who feels that he or she has been sexually harassed or discriminated against or harassed on any of the bases stated above, is free to file a discrimination or harassment complaint without fear of reprisal or retaliation.

Consistent with its stated policy on nondiscrimination and affirmative action, the IDHS is committed to undertaking affirmative action to correct any apparent underutilization, in all levels of employment, of women, persons who represent racial minorities, and people with disabilities as defined in federal and State statutes and regulations, in all levels of employment. The IDHS is also committed to ensuring that appropriate training is provided to maximize the promotion and retention of staff whose employment assists the department in meeting its affirmative action goals. Additionally, IDHS will reasonably accommodate pregnant employees as required by the law (P.A. 98-1050; Illinois Human Rights Act 775 ILCS 5/1 et seq.).

The Chief EEO/AA Officer has direct access to the Secretary of IDHS to discuss EEO/AA issues, progress, and discrimination complaints. The positive support of all IDHS managers and supervisors, administrative staff, and personnel is expected and required, in order to have a

workplace that is free from discrimination or harassment, and that supports affirmative action for women, minorities, and persons with disabilities.

Step 4b: Narrative of Interpretation

The Illinois Department of Human Services (IDHS) has reviewed the Utilization Analysis Chart and determined the following significant (double digit) underrepresentation of employees in specific EEO job categories, cross-referenced by race and sex:

White Males - Officials/Managers, Professionals, Technicians, Protective Services (Non-Sworn), and Administrative Support

Hispanic Males - Skilled Craft and Service/Maintenance

African American Males - Protective Services (Non-Sworn)

White Females - Technicians and Protective Services (Non-Sworn)

Additionally, upon reviewing the Utilization Analysis Chart, the Technicians EEO Job Category stands out as identifying significant challenges in meeting minority and female underutilization (i.e. Hispanic Males, Asian Males, Hispanic Females and Asian Females).

See Attachment for continued Step4b of 7 Narrative of Interpretation

Following File has been uploaded: FY21 EEO – Narrative of Interpretation – Continued.pdf

Step 5: Objective and Steps

1. IDHS' objective is to develop and implement proactive strategies to improve recruitment efforts in IDHR Region 1 for adding minorities to the eligibility list in the Technicians and Support Services EEO Job Categories, and Females in the Protective Service category in IDHR Region 4. The goal is to help achieve reductions in underutilization.
 - a. Develop a report of missed opportunities to address minority underutilization for submission to IDHS staff responsible for recruitment and hiring.
 - b. Diversity Branding, showcasing agency diversity via employment page on the Internet and Intranet, social media, printed materials, pictures, and presentations.
 - c. Work through the Recruitment, Hiring, and Retention (RHR) Committee to track the progress of attaining the goal.
 - d. Establish a partnership with minority-based organizations & legislators to increase the number of eligible African Americans, American Indian/Alaskan Natives, Hispanics/Latinos, Asians, and Female employees.
 - e. Develop and foster partnerships in the community across Illinois to enhance and fill vacancies with qualified Hispanics/Latinos, Asians, and Females.

- f. Interagency collaboration to allow for increasing staff diversity, with a focus on Black and Indigenous People of Color (BIPOC).
2. IDHS' goal is to develop and implement proactive strategies to improve recruitment efforts in the Central and Southern parts of the State where there is 4 or fewer underutilization by adding minorities and females to the eligibility list in the EEO Job Categories that are affected. The goal is to help achieve the goal of reducing underutilization.
 - a. Develop a report of missed opportunities to address minority and female underutilization for submission to IDHS staff responsible for recruitment and hiring.
 - b. Work through the Recruitment, Hiring, and Retention Committee to track the progress of attaining the goal.
 - c. Attend diversity-focused job fairs and post vacancies on diverse job boards. Develop and implement virtual recruiting events Statewide.
 - d. Engage minority education serving institutions.
 - e. Develop and foster partnerships in the community across Illinois to enhance and fill vacancies with qualified Hispanics/Latinos, Asians, and Females.
 - f. Interagency collaboration to allow for increasing staff diversity, with a focus on Black and Indigenous People of Color (BIPOC).

Step 6: Internal Dissemination

1. The Illinois Department of Human Services (IDHS) will post the EEOP Utilization Report on the Agency's One Net Intranet website, an internal electronic communication service that only employees can access.
2. IDHS' Bureau of Civil Affairs (BCA) will send a copy of the EEOP Report to the Secretary of IDHS and all Executive Staff members.
3. IDHS' BCA will have hard copies of the EEOP Utilization Report available in their office.
4. IDHS will ensure IDHS' Grant Administration Office and Office of Contract Administration has a copy for distribution to contractors and vendors of the Agency.

Step 7: External Dissemination

1. The Illinois Department of Human Services (IDHS) will post the EEOP Utilization Report on the Agency's Internet website for public access.
2. IDHS will make paper copies of the EEOP Utilization Report available at the public State Library.
3. IDHS will send an email memorandum to contractors and vendors informing them of the existence of the Agency's EEOP Utilization Report and that it is available upon request for review.
4. IDHS' Bureau of Civil Affairs will have paper copies of the EEOP Utilization Report available in their office and available to the public when requested.

5. IDHS will ensure IDHS' Grant Administration Office and Office of Contract Administration has a copy for distribution to contractors and vendors of the Agency.

Underutilization Analysis Chart - Relevant Labor Market: Illinois

Males

Job Categories	White Males	Hispanic/ Latino Males	Black/African American Males	American Indian/Alaska Native Males	Asian Males	Native Hawaiian or Other Pacific Islander Males	Two or More Races Males	Other Males
OFFICIALS/ADMINISTRATORS								
Workforce #/%	208/24%	26/3%	62/7%	1/0%	14/2%	0/0%	0/0%	0/0%
CLS #/%	381,580/49%	28,075/4%	24,260/3%	350/0%	24,385/3%	175/0%	2,135/0%	1,345/0%
Utilization #/%	-25%	-1%	4%	0%	-2%	-0%	-0%	-0%
PROFESSIONALS								
Workforce #/%	855/12%	265/4%	405/6%	19/0%	180/3%	0/0%	0/0%	0/0%
CLS #/%	377,965/34%	27,380/2%	33,490/3%	375/0%	53,570/5%	115/0%	3,260/0%	1,850/0%
Utilization #/%	-21%	1%	3%	0%	-2%	-0%	-0%	-0%
TECHICIANS								
Workforce #/%	829/20%	53/1%	504/12%	8/0%	67/2%	0/0%	0/0%	0/0%

Job Categories	White Males	Hispanic/ Latino Males	Black/African American Males	American Indian/Alaska Native Males	Asian Males	Native Hawaiian or Other Pacific Islander Males	Two or More Races Males	Other Males
CLS #/%	46,455/30%	5,570/4%	5,480/4%	95/0%	8,055/5%	0/0%	360/0%	310/0%
Utilization #/%	-10%	-2%	9%	0%	-4%	0%	-0%	-0%
PROTECTIVE SERVICES: SWORN								
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	63,935/55%	8,880/8%	18,660/16%	180/0%	1,440/1%	10/0%	845/1%	155/0%
Utilization #/%								
PROTECTIVE SERVICES: NON-SWORN								
Workforce #/%	58/39%	13/9%	33/22%	0/0%	6/4%	0/0%	0/0%	0/0%
CLS #/%	3,845/33%	540/5%	505/4%	55/0%	65/1%	0/0%	100/1%	20/0%
Utilization #/%	6%	4%	18%	-0%	3%	0%	-1%	-0%
ADMINISTRATIVE SUPPORT								

Job Categories	White Males	Hispanic/ Latino Males	Black/African American Males	American Indian/Alaska Native Males	Asian Males	Native Hawaiian or Other Pacific Islander Males	Two or More Races Males	Other Males
Workforce #/%	89/11%	20/3%	31/4%	0/0%	3/0%	0/0%	0/0%	0/0%
CLS #/%	413,770/26%	72,885/5%	59,265/4%	515/0%	28,895/2%	60/0%	3,860/0%	2,055/0%
Utilization #/%	-14%	-2%	0%	-0%	-1%	-0%	-0%	-0%
SKILLED CRAFT								
Workforce #/%	132/91%	3/2%	7/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	335,985/70%	75,640/16%	25,710/5%	470/0%	7,080/1%	85/0%	2,275/0%	890/0%
Utilization #/%	21%	-14%	-1%	-0%	-1%	-0%	-0%	-0%
SERVICE/MAINTENANCE								
Workforce #/%	218/30%	27/4%	112/15%	1/0%	16/2%	0/0%	0/0%	0/0%
CLS #/%	534,715/32%	276,190/17%	116,285/7%	1,140/0%	28,705/2%	235/0%	5,565/0%	3,030/0%

Utilization #/%	Job Categories
-3%	White Males
-13%	Hispanic/ Latino Males
8%	Black/African American Males
0%	American Indian/Alaska Native Males
0%	Asian Males
-0%	Native Hawaiian or Other Pacific Islander Males
-0%	Two or More Races Males
-0%	Other Males

Females

Job Categories	White Females	Hispanic/ Latino Females	Black/African American Females	American Indian/Alaska Native Females	Asian Males	Native Hawaiian or Other Pacific Islander Females	Two or More Races Females	Other Females
OFFICIALS/ADMINISTRATORS								
Workforce #/%	328/38%	27/3%	166/19%	2/0%	29/3%	0/0%	0/0%	0/0%
CLS #/%	233,950/30%	22,435/3%	35,780/5%	405/0%	14,620/2%	120/0%	1,710/0%	905/0%
Utilization #/%	8%	0%	15%	0%	1%	-0%	-0%	-0%
PROFESSIONALS								
Workforce #/%	2286/33%	822/12%	1,838/26%	24/0%	273/4%	0/0%	0/0%	0/0%
CLS #/%	470,225/42%	34,110/3%	66,530/6%	485/0%	47,055/4%	125/0%	4,365/0%	1,700/0%
Utilization #/%	-9%	9%	20%	0%	-0%	-0%	-0%	-0%
TECHICIANS								
Workforce #/%	998/25%	101/2%	1445/36%	4/0%	45/1%	0/0%	0/0%	0/0%
CLS #/%	60,710/40%	5,400/4%	12,695/8%	120/0%	7,245/5%	15/0%	680/0%	310/0%

Job Categories	White Females	Hispanic/ Latino Females	Black/African American Females	American Indian/Alaska Native Females	Asian Males	Native Hawaiian or Other Pacific Islander Females	Two or More Races Females	Other Females
Utilization #/%	-15%	-1%	27%	0%	-4%	-0%	-0%	-0%
PROTECTIVE SERVICES: SWORN								
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	10,345/9%	1,850/2%	9,100/8%	55/0%	220/0%	0/0%	135/0%	65/0%
Utilization #/%								
PROTECTIVE SERVICES: NON-SWORN								
Workforce #/%	19/13%	2/1%	18/12%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,500/38%	410/3%	1,545/13%	4/0%	105/1%	0/0%	109/1%	0/0%
Utilization #/%	-325%	-2%	-1%	-0%	-0%	0%	-1%	0%
ADMINISTRATIVE SUPPORT								
Workforce #/%	347/44%	85/11%	190/24%	4/1%	12/2%	0/0%	0/0%	0/0%

Job Categories	White Females	Hispanic/ Latino Females	Black/African American Females	American Indian/Alaska Native Females	Asian Males	Native Hawaiian or Other Pacific Islander Females	Two or More Races Females	Other Females
CLS #/%	718,820/4 5%	117,645/ 7%	137,910/ 9%	1,090/0 %	32,730/ 2%	330/0 %	6,475/0 %	2,940/0 %
Utilization #/%	-1%	4%	16%	0%	-1%	-0%	-0%	-0%
SKILLED CRAFT								
Workforce #/%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,565/3%	5,765/1%	4,005/1%	110/0%	1,820/0 %	0/0%	195/0%	105/0%
Utilization #/%	-1%	-1%	-0%	-0%	-0%	-0%	-0%	-0%
SERVICE/MAINTENANCE								
Workforce #/%	235/32%	16/2%	100/14%	0/0%	5/1%	0/0%	0/0%	0/0%
CLS #/%	398,000/2 4%	145,230/ 9%	104,695/ 6%	730/0%	28,005/ 2%	200/0 %	5,215/0 %	2,400/0 %
Utilization #/%	8%	-7%	7%	-0%	-1%	-0%	-0%	-0%

USDOJ, Office of Justice Programs, EEO Utilization Report

Significant Underutilization Chart

Males

Job Categories	White Males	Hispanic/Latino Males	Black/African American Males	American Indian/Alaskan Native Males	Asian Males	Native Hawaiian or Other Pacific Islander Males	Two or More Races Males	Other Males
OFFICIALS/ADMINISTRATORS	X	X			X			
PROFESSIONALS	X				X		X	X
TECHNICIANS	X	X			X		X	X
PROTECTIVE SERVICES: NON-SWORN								
ADMINISTRATIVE SUPPORT	X	X			X			
SERVICE/MAINTENANCE		X			X			

Females

Job Categories	White Females	Hispanic/Latino Females	Black/African American Females	American Indian/Alaskan Native Females	Asian Females	Native Hawaiian or Other Pacific Islander Females	Two or More Races Females	Other Females
OFFICIALS/ADMINISTRATORS								
PROFESSIONALS	X						X	X

Job Categories	White Females	Hispanic/Latino Females	Black/African American Females	American Indian/Alaskan Native Females	Asian Females	Native Hawaiian or Other Pacific Islander Females	Two or More Races Females	Other Females
TECHNICIANS	X	X			X		X	X
PROTECTIVE SERVICES: NON-SWORN	X							
ADMINISTRATIVE SUPPORT								
SERVICE/MAINTENANCE		X			X			

I understand the regulatory obligation under 28 C.F.R.~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Krista Culbertson

EEO/AA Report Coordinator

11-30-2021

[signature]

[title]

[date]