

2011 State African American Employment Plan Survey

Agency: Office of the Illinois State Treasurer

Name of Individual Completing Survey: Lori Ann Mitts

Individual's Working Title: Director of Human Resources

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1. As of June 30, 2011, provide the number of African Americans employed within each of the following EEOC categories:
 - 1 Officials and Managers
 - 19 Professionals
 - 0 Technicians
 - 0 Protective Service Workers
 - 1 Para-Professionals
 - 1 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance

2. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

43	Officials and Managers
99	Professionals
3	Technicians
0	Protective Service Workers
21	Para-Professionals
11	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

3. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

179

4. As of June 30, 2011, provide the underutilization for African Americans by category:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

5. Does your agency provide budget allocations for African American Employment Programs? If yes, provide FY 11 budget allocation for this program:

While there are no specific budget allocations for African American Employment Programs, the Office of the Treasurer continually seeks qualified minority candidates, including African Americans, in efforts to address minority underutilization.

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

The Director of Human Resources also serves as the EEO/AA Officer and closely monitors vacancies and applications. Although at parity for African American employees in FY2011, in continuing efforts to increase the Office's diversity, all qualified minority applicants are brought to the attention of managers and senior staff when selecting candidates for opportunities in hiring and promotions.

7. List all agency activities undertaken in implementing the State African American Employment Plan:

- a) African American employment strategies (recruitment, internships, community linkages, development of an African American Employment Recruitment Plan):

The Office of the Treasurer posts opportunities for employment in accordance with union contracts, on the Office's website, with educational institutions and other resources relative to positions in efforts to attract qualified minorities, including African American candidates. Vacancies are also posted within our office locations to encourage promotion of internal candidates.

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

All employees, including African American employees, are evaluated and considered for internal promotion as appropriate when opportunities are available.

All employees, including African American employees, are encouraged to attend trainings affordable to the Office in order to improve efficiency, production and skills.

Our Division of Community Affairs and Marketing continually evaluates and works to meet the needs of our African American public. This effort is enhanced by utilizing the knowledge and skills of our African American employees.

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

The EEO Officer ensures staff compliance with the Department of Human Rights for appropriate completion of Hiring and Promotion monitors.

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

At the end of FY11, the Office of the State Treasurer employed 22 African American employees: 1 Official/Manager, 19 Professionals, 1 Para-Professionals, and 1 Office/Clerical.

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

Following reorganization, which included multiple resignations in accordance with transition to a new Administration, the total of African American employees decreased from 26 in FY10 to 22 in FY11.

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

Although the Office was at parity for African American employees at the end of FY11, we will continue ongoing efforts to increase the Office's diversity, including consideration of employment for qualified African American candidates.

2011 State Hispanic Employment Plan Survey

Agency: Office of the Illinois State Treasurer

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1. As of June 30, 2011, provide the number of Hispanics employed within each of the following EEOC categories:
 - 2 Officials and Managers
 - 5 Professionals
 - 0 Technicians
 - 0 Protective Service Workers
 - 2 Para-Professionals
 - 1 Office and Clerical
 - 0 Skilled Craft Workers
 - 0 Service-Maintenance

2. As of June 30, 2011, provide the number of funded positions within each of the following EEOC categories:

43	Officials and Managers
99	Professionals
3	Technicians
0	Protective Service Workers
21	Para-Professionals
11	Office and Clerical
0	Skilled Craft Workers
2	Service-Maintenance

3. As of June 30, 2011, provide total number of agency employees on board; include full-time, part-time and LOA's:

179

4. As of June 30, 2011, provide the underutilization for Hispanics by category:

0	Officials and Managers
0	Professionals
0	Technicians
0	Protective Service Workers
0	Para-Professionals
0	Office and Clerical
0	Skilled Craft Workers
0	Service-Maintenance

5. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 11 budget allocation for each of these programs:

There are no budget allocations for Hispanic employment programs or bilingual programs. However, the Office shows fourteen (14) full-time, Spanish-speaking employees in FY11.

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

The Director of Human Resources also serves as the EEO/AA Officer and closely monitors vacancies and applications. Although at parity for Hispanic employees, in continuing efforts to increase the Office's diversity, all qualified minority applicants are brought to the attention of managers and senior staff when selecting candidates for opportunities in hiring and promotions.

7. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The Office of the Treasurer posts opportunities for employment in accordance with union contracts, on the Office's website, with educational institutions and other resources relative to positions in efforts to attract qualified minorities, including Hispanic candidates. Vacancies are also posted within our office locations to encourage promotion of internal candidates.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Our application for employment surveys candidates for bilingual skills.

- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Office of the Treasurer assesses the need for bilingual services throughout the Office by periodic management discussions to determine departmental bilingual needs.

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

All employees, including Hispanic employees, are evaluated and considered for internal promotion as appropriate when opportunities are available.

All employees, including Hispanic employees, are encouraged to attend trainings affordable to the Office in order to improve efficiency, production and skills.

Our Division of Community Affairs and Marketing continually evaluates and works to meet the needs of our Spanish-speaking public. This effort is greatly enhanced by utilizing the knowledge and skills of our Spanish-speaking employees.

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

The EEO Officer ensures staff compliance with the Department of Human Rights for appropriate completion of Hiring and Promotion monitors.

8. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

At the end of FY11, the Office of the State Treasurer employed 10 Hispanic employees: 2 Officials/Managers, 5 Professionals, and 2 Para-Professionals,

and 1 Office/Clerical. Fourteen (14) Spanish-speaking employees were on staff on FY11.

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

New hires in accordance with the Administration's transition in addition to an employee survey showed an increase in Spanish-speaking employees for FY11.

9. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Although this Office is at parity for Hispanic employees, we will continue ongoing efforts to increase the Office's diversity, including consideration of employment for qualified Hispanic candidates.