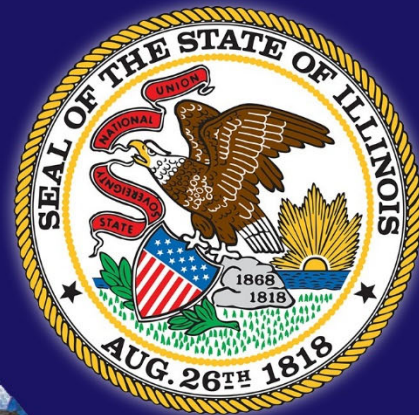




# Fiscal Year 2026 Affirmative Action Plan

September 1, 2025



JB Pritzker  
Governor

Raymond P. Marchiori  
Director

Anna L. D'Ascenzo  
Equal Opportunity Officer



JB Pritzker, Governor  
James L. Bennett, Director

September 2, 2025

Department of Employment Security  
Raymond P. Marchiori  
Director  
115 South LaSalle Street, 17<sup>th</sup> Floor  
Chicago, Illinois 60603

Dear Director Marchiori:

The Department of Human Rights has reviewed your agency's FY'26 Affirmative Action Plan and found that it is in compliance with Section 2520.760 of the Department's Rules and Regulations.

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

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

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

Sincerely,

A handwritten signature in black ink that reads "James L. Bennett". The signature is written in a cursive style.

James L. Bennett  
Director

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

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
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## EXPLANATION OF TERMS

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

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

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

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

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

**ADR** - Alternative Dispute Resolution

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

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

**Agency** - IDES

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



## **EXPLANATION OF TERMS** cont.

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

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

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

**DHR** - Department of Human Rights

**Disability** - As used in [Section 2520.700](#) of the Department Rules, “disability” means long-lasting impairment of physical, mental, hearing, cognition, ambulation, self care, independent living or other functions. [Title II](#) of the ADA prohibits discrimination against individuals with disabilities by state and local governments. [The ADA Amendments Act of 2008](#) broadens the coverage of “disability” and thereby brings more individuals under the protection of the law. EEOC issued [new regulations](#) under this Act.

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

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

**EO** - Equal Opportunity

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

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

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

## EXPLANATION OF TERMS cont.

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

**IDES** - Illinois Department of Employment Security

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

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

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

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

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

**Protected Class** - Various groups of people protected under the [Human Rights Act](#) and Civil Rights Act, as well as other State and Federal nondiscrimination laws.

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

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

## EXPLANATION OF TERMS cont.

**Reasonable Accommodation (cont.)** - A reasonable accommodation can be a modification to the work site, work process and/or work schedule to enable a person with a disability to perform essential job duties.

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

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

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

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

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



# **SECTION I**

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

AGENCY: ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

MAIN ADDRESS: 115 S. LASALLE STREET, 17TH FLOOR, CHICAGO, IL 60603

TELEPHONE NUMBER: (Voice) (312) 793-5022

TTY / NEXTALK: (For the Deaf or Hearing / Speech Impaired) (888) 340-1007

WEBSITE: <https://ides.illinois.gov/>

CHIEF EXECUTIVE OFFICER/AGENCY DIRECTOR: Raymond P. Marchiori

EEO/AA OFFICER: ANNA L. D'ASCENZO

ADA COORDINATOR: ANNA L. D'ASCENZO

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

Chief Executive Officer: Raymond P. Marchiori Date 8/26/2025

EEO/AA Officer: Anna L. D'Ascenzo Date 8/26/2025

## **ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY & MISSION STATEMENT**

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

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

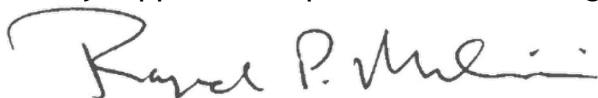
IDES is committed to a work environment free of sexual harassment and any other forms of unlawful harassment. IDES policies make clear that all IDES employees are strictly prohibited from engaging in harassment and/or discrimination. IDES employees who believe that they have been subjected to unlawful discrimination or harassment may file a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action. It is the strict policy of IDES that no IDES employee shall be subjected to any form of retaliation for filing a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action, or with any outside agency or tribunal.

In assisting IDES in maintaining compliance with accessibility regulations, it created two new titles/rolls to monitor and ensure that it is providing services, benefits, and programs in an equal and meaningful way. These two new titles/rolls are the Language Access Coordinator and the Disability Access Coordinator.

It is the mission of the Illinois Department of Employment Security to encourage economic growth and stability in Illinois by providing vital employment services to Illinois residents and employers, analyzing, and disseminating actionable labor market information, and administering unemployment insurance programs. IDES focuses on assisting those unemployed at no fault of their own with access to unemployment compensation and employment services, connecting with employers seeking to expand their workforce, and sharing data with policymakers looking to make informed, fact-based decisions that impact Illinois' economy.

In order to meet this mission effectively and efficiently, IDES has created a Plan and an Employee Forum to foster a respectful and accepting work environment and customer service for everyone. IDES interweaves the emphasis on these points within every aspect of IDES operations, policies, procedures, and outreach efforts. IDES actively engages with its employees and the multitude of communities it serves through thoughtful economic analyses, distributed services, and comprehensive initiatives. IDES aspires to achieve these overarching principals in all aspects of its mission, to continually review and improve the way it operates, and to evaluate its programs, services, and benefits through a meaningful lens. IDES is further committed to fostering a workplace culture that supports continuous improvement and respect for people by engaging staff at all levels in projects and training opportunities rooted in principals of continuous process improvement. As a further commitment to these principles and to ensure their implementation, they have been made a part of official agency mission statement and the IDES Policies and Procedures (P&P 1002).

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



8/26/2025

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Raymond P. Marchiori

DIRECTOR/CHIEF EXECUTIVE OFFICER

DATE

# **AGENCY PROFILE**

## **AGENCY PROFILE MANAGEMENT AND ORGANIZATION**

The Illinois Unemployment Insurance Act and the Federal Wagner-Peyser Act authorize the administration of the Unemployment Insurance, Employment Service and Labor Market Information programs. Through its administration of these programs, the Illinois Department of Employment Security (IDES) plays a central role in improving Illinois' economic environment and the prosperity of its people. IDES is a cabinet-level, State government agency under the leadership of a Director, who is responsible for both general policy and day-to-day agency management.

The Offices of the Director and Administration include Equal Employment Opportunity/Affirmative Action, Internal Audit, Economic Information & Analysis and Labor Relations.

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

IDES administers the State's Unemployment Insurance (UI) program to ensure that individuals receive unemployment benefits for which they are eligible. This employer-funded program provides temporary income replacement for individuals who are out of work through no fault of their own. It is an insurance program administered through cooperation between the federal and state governments and is state operated with administration costs being federally funded. The program is designed to partially replace lost wages when persons are temporarily or permanently out of work or if they work less than full time due to a lack of work. The program ensures that if they meet the eligibility requirements while looking for work, they will receive monetary assistance, that is based on their base-period wages, and that could be dispersed for a 26-week period or more, depending on whether the claimant receives the full weekly benefit amount or less. UI does not protect an individual against lost wages while absent from work due to illness, while idle by choice, or for other statutorily enacted reasons. The UI program is administered to alleviate the negative effects of economic downturns on businesses and the unemployed. The agency works to prevent and detect fraud, provide timely payments to claimants, and ensure equitable access.

### **EMPLOYMENT SERVICES (ES)**

As required under the Wagner-Peyser Act, amended through Title III of the Workforce Innovation and Opportunity Act (WIOA), IDES provides employment services to all Illinoisans through basic career services, easily accessible technology and coordinated efforts with workforce partners within a statewide network of American Job Centers (AJC).

WIOA was enacted July 2014 and supersedes the Workforce Investment Act (WIA) of 1998. WIOA places emphasis on an integrated workforce investment system, as manifested by the One-Stop Center design. One-Stop Centers are now known as American Job Centers (AJC). American Job Centers are the universal point of access to all workforce investment programs and related activities. Today, IDES-administered programs are primarily delivered in the American Job Centers, in



cooperation with partner agencies. The network of American Job Centers throughout the state provides, in one place, seamless access to many of the workforce services and products that individual clients may require, including basic career services and easy, accessible technology.

The agency is committed to connecting the Illinois' workforce to the education, training and jobs required to strengthen the economy in Illinois. The employment service program improves the prospects of qualified jobseekers by connecting them with an employment, educational or training opportunity through both Illinois Job Link (IJL) and referrals to partner programs in the AJCs. IJL was established as Illinois' Labor Exchange System as required under the Wagner-Peyser Act and WIOA to provide a job bank plus intuitive tools and resources that empower job seekers and employers. These connections are developed and maintained through active employer outreach and engagement with jobseekers. IJL is the state's no-cost online job search tool featuring current job openings, both regionally and nationally. IJL is available 24 hours a day, 7 days a week. Through IJL, jobseekers are free to post resumes and search job postings while employers can post jobs, browse resumes, and recruit jobseekers. IJL also includes useful links to resources such as skills certification, training programs, and labor market information. IDES' employment services program also has a special focus on youth and job seekers returning from incarceration. As required by Wagner Peyser, IDES employs staff to reach out to migrant and seasonal farmworkers (MSFWs) to ensure that they have access to all of the services provided by IDES. The outreach staff locates, contacts, and informs MSFWs about workers' rights, job openings, IJL, and potential referrals for workforce partner services.

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

### **BUSINESS SERVICES (BS)**

IDES' Business Services Outreach (BSO) team is primarily responsible for conducting business outreach and engagement activity. BSO works with partners in local AJCs to provide employers with better, faster, and more accurate information on services to help them meet their hiring needs.

BSO staff reach out to and educate the employer community, industry associations, chambers of commerce, economic groups, community-based organizations, and other employing entities about available IDES services. They also use IJL to connect employers to qualified job seekers. IDES also manages Work Opportunity Tax Credit (WOTC), Fidelity Bonding Program, and Foreign Labor Certification services for employers. WOTC is a federal tax credit available to employers that hire individuals from certain targeted groups that face barriers to employment. IDES assists

employers with verifying information before they submit their tax credit information to the IRS. The Fidelity Bonding Program provides no-cost insurance coverage that enables employers to hire individuals they consider to be a risk to their business. IDES assists Illinois employers, who are unable to find qualified U.S. workers, to document their need to hire foreign workers as required under the federal Foreign Labor Certification process.

### **Jobs for Veterans State Grant Program (JVSG)**

IDES receives funding from the U.S. Department of Labor to operate the JVSG program to provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment, and to assist employers in filling their workforce needs with job-seeking veterans. IDES' Disabled Veterans Outreach Program (DVOP) staff provide individualized career services, using a case management approach in the delivery of training-related services to veterans and eligible persons with significant barriers to employment. The Local Veterans Employment Representatives (LVERs) staff assist employers to fill their workforce needs with job-seeking veterans.

### **LEGAL SERVICES**

Legal Services oversees the areas of the agency which are responsible for a variety of legal services. The Office of Legal Counsel's legal and administrative staff directly participate in programs that IDES administers by advising the various departments and coordinating quarterly meetings of the Employment Security Advisory Board. The attorneys in the Office of Legal Counsel also assist the Chief Legal Counsel with overseeing the IDES Board of Review Division, Appeals Division, and the Division of Legislative Affairs. The Appeals Division conducts administrative hearings and issues decisions when claimants and/or employers dispute unemployment claims or employer liability and are dissatisfied with the Department's decisions in regard to eligibility for UI benefits or the amounts of employer contributions to the UI Trust Fund. When a party continues to dispute a UI claim, attorneys for the Board of Review analyze the hearing and decision of the Appeals Division and draft a decision for the Board members to review and act upon as they see fit. The Division of Legislative Affairs is responsible for interaction with the General Assembly and other State agencies, and monitoring state and federal legislation. The Department's Ethics Officer and FOIA Officer are also members of the Legal Services staff.

### **REVENUE DIVISION**

The Revenue Division's mission and purpose is to administer a quality UI contribution system that meets and/or exceeds the UI standards provided by the U.S. Department of Labor (USDOL) Employment and Training Administration (ETA). The Revenue Division is divided into five subdivisions to address the needs of the approximately 340,000 employers in Illinois: the Employer Reporting subdivision is tasked with processing all payments, keeping employer accounts updated, handling employer wage reporting and issuing refunds; the Employer Services subdivision determines employer liability status and UI employer contribution rates and operates the employer hotline answering employer contribution related questions and resolving issues; the Billing & Collections subdivision assists employers in meeting their unemployment contribution

obligations by resolving delinquent receivables and contribution debts; the Employer Audit subdivision helps ensure that employers accurately report the number of workers (employees and non-employees), applicable wages, and are assessed the correct amount of UI contributions; the GenTax administration subdivision manages the enterprise-wide employer contribution system that processes employer unemployment returns and payments.

The Tax Performance System (TPS) is intended to assist State administrators in improving their UI programs by providing objective information on the quality of existing revenue operations. It is also a diagnostic tool federal and state staff use to identify areas needing improvement, and to find solutions to these problems. The TPS program is positioned under DOL's Employment & Training Administration (ETA) agency and is governed by the TPS Handbook 407. In Illinois, the TPS reviewers are integral to the IDES Quality Assurance and Compliance Review (QACR) team.

### **ECONOMIC INFORMATION & ANALYSIS (EI&A)**

Under Illinois' WIOA Implementation Plan, IDES is designated as the State's primary provider of employment statistics; and, as such, EI&A develops and maintains the most comprehensive labor market and career information programs in the State. The Division's statistical databases contain data it collects from IDES' own UI and ES systems, from the four statistical programs it administers for the U.S. Department of Labor (USDOL), and from a variety of secondary sources such as the decennial census. EI&A analyzes and publishes this information for use by employers, job seekers, career counselors, government agencies, educators, and economic developers. Moreover, it conducts research on special projects and initiatives which provide current and projected data on labor force, employment trends, workforce outcomes for training completers, career information, trust fund solvency, and other types of economic information. Two of its most recent products are *HighSchool2Career* and *College2Career* that provide students and parents with post-secondary and career exploration tools. Last, the EI&A Manager also serves as the Agency's Administrator for Shared Data Agreements and coordinates closely with the Office of Legal Counsel on requests for confidential data.

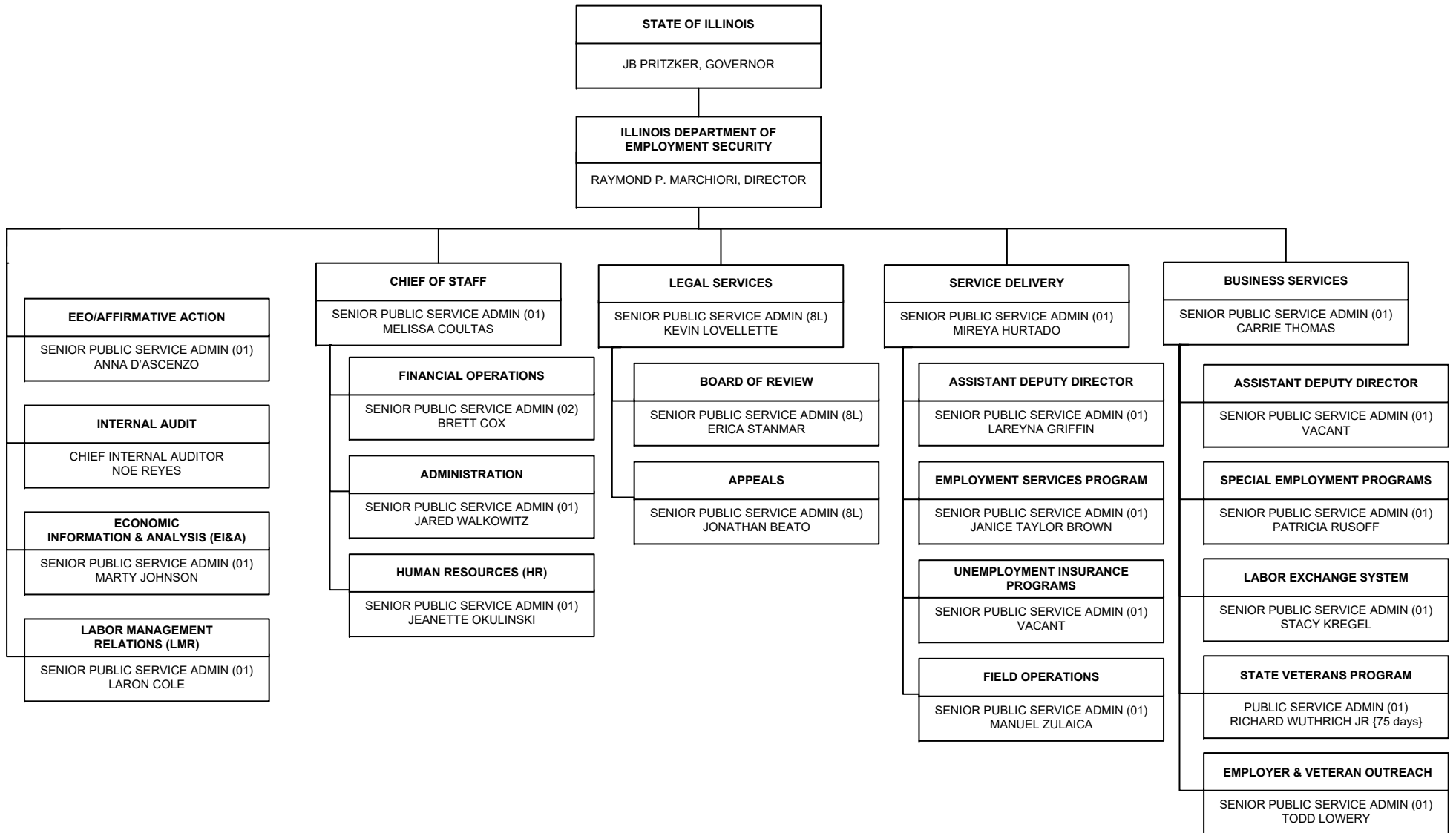
These brief descriptions of IDES' core programs are further expanded upon in the subsequent sections of this plan. Additional program information and access to services are available at IDES offices and on the IDES Website at <http://www.ides.illinois.gov>.

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

IDES' UI, ES and BS programs are administered by staff at 5 Regional Offices, 19 Local Offices, and 16 Job Centers. Within several of the office locations there are 3 Call Centers (Claimant Service Centers), 3 Processing Centers, and 1 Integrity Unit, as well as the Director's Office in Springfield and a Central Office in Chicago.

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

# IL DEPARTMENT OF EMPLOYMENT SECURITY



June 2, 2025

IDES Office of Equal Opportunity  
Equal Opportunity Officer

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

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

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

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

Equal Opportunity and Affirmative Action Officer  
Language & Disability Access Coordinator  
Office of Equal Opportunity/Affirmative Action  
Illinois Department of Employment Security  
115 S. LaSalle Street, 17th Floor  
Chicago, Illinois 60603  
312/793-9290 - Voice  
888/340-1007 - TDD/NEXTALK  
312/793-0302 - Fax  
E-mail: [Anna.Dascenzo@illinois.gov](mailto:Anna.Dascenzo@illinois.gov)



## Equal (Employment) Opportunity Officer (continued)

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

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

To assist in identifying and solving EEO problems;

To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;

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

To inform management of developments in the EEO field;

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

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

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

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

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

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

In conjunction with the filing of Quarterly Reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;

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

## Equal (Employment) Opportunity Officer (continued)

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

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

Reporting on and/or analyzing Layoff Reports [[2520.770\(f\)](#)], Reorganization Reports [[2520.770\(g\)](#)], Hiring and Promotion Monitors [[2520.770\(h\)](#)] and Exit Questionnaires [[2520.770\(i\)](#)];

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

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

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

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

## **Equal (Employment) Opportunity Officer (continued)**

Under [29 CFR Part 38.31](#), “an Equal Opportunity Officer is responsible for coordinating a recipient's obligations under this part. Those responsibilities include, but are not limited to:

- (a) Serving as a recipient's liaison with CRC;
- (b) Monitoring and investigating the recipient's activities, and the activities of the entities that receive WIOA Title I-financial assistance from the recipient, to make sure that the recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations under WIOA Title I and this part, which includes monitoring the collection of data required in this part to ensure compliance with the nondiscrimination and equal opportunity requirements of WIOA and this part;
- (c) Reviewing the recipient's written policies to make sure that those policies are nondiscriminatory;
- (d) Developing and publishing the recipient's procedures for processing discrimination complaints under §§38.72 through 38.73, including tracking the discrimination complaints filed against the recipient, developing procedures for investigating and resolving discrimination complaints filed against the recipient, making sure that those procedures are followed, and making available to the public, in appropriate languages and formats, the procedures for filing a complaint;
- (e) Conducting outreach and education about equal opportunity and nondiscrimination requirements consistent with §38.40 and how an individual may file a complaint consistent with §38.69;
- (f) Undergoing training (at the recipient's expense) to maintain competency of the EO Officer and staff, as required by the Director; and
- (g) If applicable, overseeing the development and implementation of the recipient's Nondiscrimination Plan under §38.54.”

### **Additional responsibilities include:**

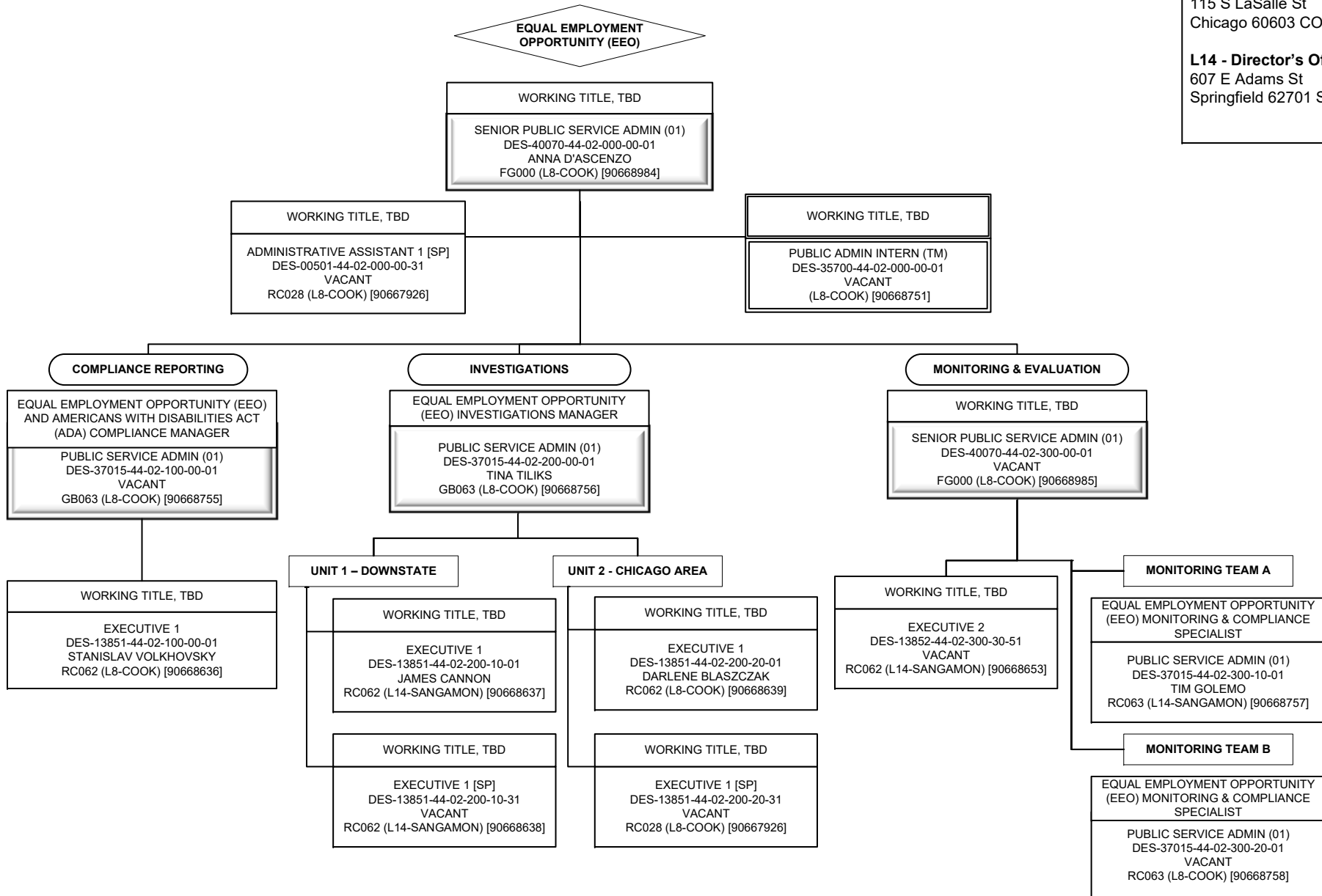
Serves as the 504/ADA Coordinator. Recommends and formulates the EO, Rehabilitation and ADA policy of the Agency for approval by the Director in accordance with state and federal equal employment, rehabilitation and ADA laws, regulation, and policy.

# EQUAL EMPLOYMENT OPPORTUNITY (EEO)

## WORK LOCATIONS

**L8 - Central Office**  
115 S LaSalle St  
Chicago 60603 COOK

**L14 - Director's Office**  
607 E Adams St  
Springfield 62701 SANGAMON



## **INTERNAL AND EXTERNAL DISSEMINATION**

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

### **INTERNAL DISSEMINATION**

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

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

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

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

The Affirmative Action Plan shall be disseminated to all managerial personnel via online copies, as well as individual copies given to the Director and Chief of Staff.

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

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

### **EXTERNAL DISSEMINATION**

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

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

## **EXTERNAL DISSEMINATION** (continued)

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

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

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

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

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



## **SECTION II**

# **AGENCY RACE/SEX WORKFORCE ANALYSIS**

## AGENCY RACE/SEX WORKFORCE ANALYSIS

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

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

For reporting period ending June 30, 2025, IDES programs are administered by 1,130 full time employees in six of the eight EEO job categories throughout the state. The detailed breakdown of the full-time agency workforce is as follows:

<b>FULL-TIME EMPLOYEES AS OF 6/30/25</b>		
	<b>Number</b>	<b>Percentage</b>
<b>Total</b>	<b>1,130</b>	<b>100%</b>
Females	<b>707</b>	<b>63%</b>
African Americans	<b>325</b>	<b>29%</b>
Hispanics/ Latinos	<b>232</b>	<b>21%</b>
Asians	<b>46</b>	<b>4%</b>
American Indians/ Alaska Natives	<b>0</b>	<b>0%</b>
Native Hawaiians or Other Pacific Islanders	<b>0</b>	<b>0%</b>
Employees with Disabilities	<b>244</b>	<b>22%</b>

Intermittent Employees ( <i>not included</i> )	<b>8</b>	<b>1%</b>
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Intermittent employees who could work up to fifteen hundred hours during a Federal calendar year (Oct 1, previous year - September 30, current year) were not included in the analysis.

### Agency Race/Sex Workforce Analysis (Continued)

The Department maintains offices and employs workers in each of the ten IDHR regions; 727(65%) are located in Region 1 (the Chicago metropolitan area).

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

<b>PERCENTAGE OF MINORITY &amp; FEMALE FULL-TIME EMPLOYEES BY EEO CATEGORIES AS OF 6/30/25</b>					
	Officials/ Administrators	Professionals	Para- professional	Admin. Support	Service/ Maintenance
Total	17.0%	79.9%	2.1%	0.9%	0.1%
Females	47.4%	65.7%	58.3%	80.0%	100%
African Americans	25.5%	28.6%	45.8%	60.0%	100%
Hispanics/ Latinos	16.1%	21.5%	16.7%	30.0%	0
Asians	5.2%	4.0%	0	0	0
American Indians/ Alaska Natives	0	0	0	0	0
Native Hawaiians or Other Pacific Islanders	0	0	0	0	0

The following pages show the combined transactions during Fiscal Year 2025 and the summaries of the agency workforce by Race and Sex at the beginning of Fiscal Year 2026 (July 1, 2025). In addition, this section includes the Availability Percentage worksheets and Utilization Analysis pages for each region for each affirmative action group in each EEO job category upon which the numerical affirmative action goals for this agency in FY 2026 are based.

# **WORKFORCE TRANSACTIONS**

# TRANSACTIONS DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/24 - 06/30/25

EEO Category: GRAND TOTAL

Annual FY: 2025

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES									
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD		
New Hires	161	53	31	18	3	1	0	0	11	108	46	36	22	4	0	0	9	32.9%	67.1%	47.8%	33.5%	15.5%	3.1%	0.0%	0.0%	12.4%		
Promotions	74	32	11	6	13	2	0	0	5	42	12	17	9	4	0	0	6	43.2%	56.8%	31.1%	31.1%	29.7%	8.1%	0.0%	0.0%	14.9%		
Intra-Agency Transfers	51	17	8	3	6	0	0	0	4	34	11	12	8	3	0	0	15	33.3%	66.7%	37.3%	29.4%	27.5%	5.9%	0.0%	0.0%	37.3%		
Suspensions	25	7	4	2	0	1	0	0	3	18	4	8	6	0	0	0	7	28.0%	72.0%	32.0%	40.0%	24.0%	4.0%	0.0%	0.0%	40.0%		
Separations	74	27	20	1	3	3	0	0	9	47	18	18	11	0	0	0	7	36.5%	63.5%	51.4%	25.7%	18.9%	4.1%	0.0%	0.0%	21.6%		
Discharges	11	5	2	2	0	1	0	0	4	6	1	4	1	0	0	0	1	45.5%	54.5%	27.3%	54.5%	9.1%	9.1%	0.0%	0.0%	45.5%		
Layoff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	8	4	1	0	1	2	0	0	1	4	0	3	1	0	0	0	0	50.0%	50.0%	12.5%	37.5%	25.0%	25.0%	0.0%	0.0%	12.5%		
Reinstatements	7	3	2	0	1	0	0	0	0	4	2	0	2	0	0	0	0	42.9%	57.1%	57.1%	0.0%	42.9%	0.0%	0.0%	0.0%	0.0%		
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

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

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

# **Workforce Transactions Report** by EEO Category

**Agency:** Illinois Department of Employment Security

**Reporting Period:** 07/01/24 - 06/30/25

**EEO Category:** OFFICIALS/ADMINISTRATORS

**Annual**      **FY: 2025**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	13	7	7	0	0	0	0	0	0	6	3	2	0	1	0	0	0	53.8%	46.2%	76.9%	15.4%	0.0%	7.7%	0.0%	0.0%	0.0%
Promotions	5	2	0	2	0	0	0	0	0	3	1	0	2	0	0	0	1	40.0%	60.0%	20.0%	40.0%	40.0%	0.0%	0.0%	0.0%	20.0%
Intra-Agency Transfers	5	2	2	0	0	0	0	0	0	3	1	2	0	0	0	0	2	40.0%	60.0%	60.0%	40.0%	0.0%	0.0%	0.0%	0.0%	40.0%
Suspensions	2	1	0	0	0	1	0	0	1	1	0	1	0	0	0	0	0	50.0%	50.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	50.0%
Separations	8	3	2	0	0	1	0	0	1	5	2	2	1	0	0	0	0	37.5%	62.5%	50.0%	25.0%	12.5%	12.5%	0.0%	0.0%	12.5%
Discharges	2	1	0	0	0	1	0	0	1	1	0	1	0	0	0	0	0	50.0%	50.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	50.0%
Layoff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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

*This report does not include Intermittent employees.*

Percentages may not add to 100.0 due to rounding.

# Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/24 - 06/30/25

EEO Category: PROFESSIONALS

Annual

FY: 2025

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	145	46	24	18	3	1	0	0	11	99	41	33	22	3	0	0	9	31.7%	68.3%	44.8%	35.2%	17.2%	2.8%	0.0%	0.0%	13.8%
Promotions	69	30	11	4	13	2	0	0	5	39	11	17	7	4	0	0	5	43.5%	56.5%	31.9%	30.4%	29.0%	8.7%	0.0%	0.0%	14.5%
Intra-Agency Transfers	44	15	6	3	6	0	0	0	4	29	9	9	8	3	0	0	12	34.1%	65.9%	34.1%	27.3%	31.8%	6.8%	0.0%	0.0%	36.4%
Suspensions	21	6	4	2	0	0	0	0	2	15	4	7	4	0	0	0	7	28.6%	71.4%	38.1%	42.9%	19.0%	0.0%	0.0%	0.0%	42.9%
Separations	64	24	18	1	3	2	0	0	8	40	15	15	10	0	0	0	7	37.5%	62.5%	51.6%	25.0%	20.3%	3.1%	0.0%	0.0%	23.4%
Discharges	9	4	2	2	0	0	0	0	3	5	1	3	1	0	0	0	1	44.4%	55.6%	33.3%	55.6%	11.1%	0.0%	0.0%	0.0%	44.4%
Lay off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reductions	8	4	1	0	1	2	0	0	1	4	0	3	1	0	0	0	0	50.0%	50.0%	12.5%	37.5%	25.0%	25.0%	0.0%	0.0%	12.5%
Reinstatements	7	3	2	0	1	0	0	0	0	4	2	0	2	0	0	0	0	42.9%	57.1%	57.1%	0.0%	42.9%	0.0%	0.0%	0.0%	0.0%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

# Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/24 - 06/30/25

EEO Category: TECHNICIANS

Annual FY: 2025

Transaction	Grand Total    Total		MALES								FEMALES								PERCENTAGES									
			W	B/AA	H/L	A	NH			Total	W	B/AA	H/L	A	NH			M	F	W	B/AA	H/L	A	NH				
							AI/AN	OPI	PWD						AI/AN	OPI	PWD							AI/AN	OPI	PWD		
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Lay off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

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

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

# Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/24 - 06/30/25

EEO Category: PARA-PROFESSIONALS

Annual FY: 2025

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES									
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD		
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Intra-Agency Transfers	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	1	0.0%	100.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%		
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Lay off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

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

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

# Workforce Transactions Report by EEO Category

Agency: Illinois Department of Employment Security

Reporting Period: 07/01/24 - 06/30/25

EEO Category: ADMINISTRATIVE SUPPORT

Annual FY: 2025

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
New Hires	3	0	0	0	0	0	0	0	0	3	2	1	0	0	0	0	0	0.0%	100.0%	66.7%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Suspensions	2	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Separations	2	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0.0%	100.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Lay off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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

This report does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

# **Workforce Transactions Report by EEO Category**

**Agency:** Illinois Department of Employment Security

**Reporting Period:** 07/01/24 - 06/30/25

**EEO Category:** SERVICE / MAINTENANCE

**Annual**      **FY: 2025**

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES									
			W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD		
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Lay off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Upward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Downward Allocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

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

*This report does not include Intermittent employees.*

Percentages may not add to 100.0 due to rounding.

# **IDES PROMOTABLE CATEGORIES**



# ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

## PROMOTABLE CATEGORIES

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

### Officials/Administrators

Professionals

Technicians

### Professionals

Technicians

Paraprofessional

Administrative Support

### Technicians

Paraprofessional

Administrative Support

### Paraprofessional

Administrative Support

### Administrative Support\*

### Service/Maintenance\*

DHR 4-AAP

\*-Cannot promote into Administrative Support & Service/Maintenance; external hiring only

## Definitions of EEO Job Categories

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

[Source: Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies; January 2023]

\* All IDES positions fall within these categories.

## Workforce Analysis by Region

Agency: ILLINOIS DEPT OF EMPLOYMENT SECURITY

Reporting Period: 07/01/24 - 06/30/25

Region: **All Regions**

Annual

FY: 2025

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		NH								NH								NH								
		Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	OPI	PWD
Officials / Administrators	192	101	57	23	15	6	0	0	20	91	45	26	16	4	0	0	27	52.6%	47.4%	53.1%	25.5%	16.1%	5.2%	0.0%	0.0%	24.5%
Professionals	903	310	163	66	67	14	0	0	59	593	252	192	127	22	0	0	122	34.3%	65.7%	46.0%	28.6%	21.5%	4.0%	0.0%	0.0%	20.0%
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-Professionals	24	10	5	3	2	0	0	0	5	14	4	8	2	0	0	0	8	41.7%	58.3%	37.5%	45.8%	16.7%	0.0%	0.0%	0.0%	54.2%
Administrative Support	10	2	0	2	0	0	0	0	1	8	1	4	3	0	0	0	1	20.0%	80.0%	10.0%	60.0%	30.0%	0.0%	0.0%	0.0%	20.0%
Service / Maintenance	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL	1,130	423	225	94	84	20	0	0	85	707	302	231	148	26	0	0	159	37.4%	62.6%	46.6%	28.8%	20.5%	4.1%	0.0%	0.0%	21.6%

<b>Grand Total Employees Agency Wide*:</b>		Male:	423	Female:	707	Total Minorities:	603
			37.4%		62.6%		53.36%
White:	527	Black/Afr Am:	325	Hispanic/Latino:	232	Asian:	46
	46.6%		28.8%		20.5%		4.1%
						AI/AN:	0
							0.0%
						NHOPI:	0
							0.0%
						PWD:	244
							21.6%

\* The total count does not include Intermittent employees.

Percentages may not add to 100.0 due to rounding.

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

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

## **AVAILABILITY ANALYSIS EXTERNAL WORKFORCE**

### **BACKGROUND**

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

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

### **PROCESS**

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

# **REGION 1**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI								AN	OPI											
Officials / Administrators	138	74	36	19	14	5	0	0	15	64	24	24	13	3	0	0	18	53.62%	46.38%	43.48%	31.16%	19.57%	5.80%	0.00%	0.00%	23.91%		
Professionals	565	200	82	54	53	11	0	0	38	365	88	159	97	21	0	0	67	35.40%	64.60%	30.09%	37.70%	26.55%	5.66%	0.00%	0.00%	18.58%		
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	15	6	3	2	1	0	0	0	4	9	0	8	1	0	0	0	4	40.00%	60.00%	20.00%	66.67%	13.33%	0.00%	0.00%	0.00%	53.33%		
Administrative Support	8	2	0	2	0	0	0	0	1	6	0	4	2	0	0	0	0	25.00%	75.00%	0.00%	75.00%	25.00%	0.00%	0.00%	0.00%	12.50%		
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	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
TOTAL	727	282	121	77	68	16	0	0	58	445	112	196	113	24	0	0	90	38.79%	61.21%	32.05%	37.55%	24.90%	5.50%	0.00%	0.00%	20.36%		

Grand Total Employees for Region 1:		Males:	282	Females:	445	Total Minorities:		494					
			38.79%		61.21%			67.95%					
White:	233	B/AA:	273	H/L:	181	Asian:	40	AI/AN:	0	NHOPI:	0	PWD:	148
	32.05%		37.55%		24.90%		5.50%		0.00%		0.00%		20.36%

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	276,690	42.02%	99	41.60	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	365	64.60%	1	0.65	Agency Workforce.
				100	33.80	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	56,285	8.55%	99	8.46	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	213	37.70%	1	0.38	Agency Workforce.
				100	7.07	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	66,265	10.06%	99	9.96	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	150	26.55%	1	0.27	Agency Workforce.
				100	8.18	Availability Percent.



# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	48,890	7.42%	99	7.35	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	32	5.66%	1	0.06	Agency Workforce.
				100	5.93	Availability Percent

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 1  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	784	0.12%	100	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 1  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	658,460	160	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	565	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	940,565	518,070	55.08%	99	54.53	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	15	65.22%	1	0.65	Agency Workforce.
				100	44.15	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	940,565	92,115	9.79%	99	9.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	16	69.57%	1	0.70	Agency Workforce.
				100	8.31	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	940,565	83,970	8.93%	99	8.84	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	4	17.39%	1	0.17	Agency Workforce.
				100	7.21	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	116,395	12.38%	100	12.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	9.90	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	923	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	244	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	1,410	60.36%	99	59.76	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	6	75.00%	1	0.75	Agency Workforce.
				100	48.40	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	90	3.85%	99	3.81	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	6	75.00%	1	0.75	Agency Workforce.
				100	3.65	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	71	3.04%	99	3.01	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	2	25.00%	1	0.25	Agency Workforce.
				100	2.61	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	33	1.41%	100	1.41	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	1.13	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	11	0.47%	100	0.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	0.38	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
Region: 1  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	2,336	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

## Utilization Analysis

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	33.80	44.15	0.00	0.00	48.40	0.00	0.00	0.00
Number Needed for Parity	46	249	0	0	7	0	0	0
Number of Affirmative Action Group Members Already Employed	64	365	0	0	9	6	0	1

Underutilization

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	7.07	8.31	0.00	0.00	3.65	0.00	0.00	0.00
Number Needed for Parity	9	46	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	43	213	0	0	10	6	0	1

Underutilization

## Utilization Analysis

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	8.18	7.21	0.00	0.00	2.61	0.00	0.00	0.00
Number Needed for Parity	11	40	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	27	150	0	0	2	2	0	0

Underutilization

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	5.93	9.90	0.00	0.00	1.13	0.00	0.00	0.00
Number Needed for Parity	8	55	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	8	32	0	0	0	0	0	0

Underutilization

**23**

## Utilization Analysis

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	0.10	0.08	0.00	0.00	0.38	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	138	565	0	0	15	8	0	1
Availability Percent	0.02	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization



# **REGION 2**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI							AN	OPI												
Officials / Administrators	3	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1	66.67%	33.33%	66.67%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	33.33%
Professionals	25	7	4	0	3	0	0	0	2	18	8	4	6	0	0	0	6	28.00%	72.00%	48.00%	16.00%	36.00%	0.00%	0.00%	0.00%	0.00%	32.00%	
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	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
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	29	9	5	0	3	1	0	0	2	20	10	4	6	0	0	0	8	31.03%	68.97%	51.72%	13.79%	31.03%	3.45%	0.00%	0.00%	34.48%		

<b>Grand Total Employees for Region 2:</b>		Males: 9		Females: 20		Total Minorities: 14	
		31.03%		68.97%		48.28%	
White: 15	B/AA: 4	H/L: 9	Asian: 1	AI/AN: 0	NHOPI: 0	PWD: 10	
51.72%	13.79%	31.03%	3.45%	0.00%	0.00%	34.48%	

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

# Availability Percent Worksheet

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

Affirmative Action Group:

**WOMEN**

Region: 2

Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	31,750	18,485	58.22%	99	57.64	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	1	1.00	Agency Workforce.
				100	46.91	Availability Percent.

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

Affirmative Action Group:

**BLACK or AFRICAN  
AMERICAN**

Region: 2

Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	31,750	1,610	5.07%	100	5.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	4.06	Availability Percent.

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

Affirmative Action Group:

**HISPANIC or LATINO**

Region: 2

Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	31,750	1,435	4.52%	100	4.52	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	3.62	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:

**ASIAN**

Region: 2

Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	31,750	1,640	5.17%	100	5.17	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	4.13	Availability Percent.

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

Affirmative Action Group:

**AMERICAN INDIAN or  
ALASKAN NATIVE**

Region: 2

Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	31,750	75	0.24%	100	0.24	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.19	Availability Percent.

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

Affirmative Action Group:

**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**

Region: 2

Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	31,750	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

## Utilization Analysis

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

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	0	0	0
Availability Percent	0.00	46.91	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	11	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	18	0	0	1	0	0	0

Underutilization

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

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	0	0	0
Availability Percent	0.00	4.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	4	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	0	0	0
Availability Percent	0.00	3.62	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	9	0	0	0	0	0	0

Underutilization

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

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	0	0	0
Availability Percent	0.00	4.13	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	25	0	0	1	0	0	0
Availability Percent	0.00	0.19	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

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

Underutilization

# **REGION 3**



## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI								AN	OPI											
Officials / Administrators	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
Professionals	81	22	15	4	2	1	0	0	0	6	59	42	6	11	0	0	0	12	27.16%	72.84%	70.37%	12.35%	16.05%	1.23%	0.00%	0.00%	22.22%	
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	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	
Administrative Support	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	87	23	16	4	2	1	0	0	0	6	64	47	6	11	0	0	0	14	26.44%	73.56%	72.41%	11.49%	14.94%	1.15%	0.00%	0.00%	22.99%	

<b>Grand Total Employees for Region 3:</b>		Males: 23 26.44%		Females: 64 73.56%		Total Minorities: 24 27.59%	
White: 63 72.41%	B/AA: 10 11.49%	H/L: 13 14.94%	Asian: 1 1.15%	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 20 22.99%	

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
 Region: 3  
 Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	20,780	60.97%	99	60.36	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	1	50.00%	1	0.50	Agency Workforce.
				100	48.69	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 3  
 Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	889	2.61%	100	2.61	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	2.09	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 3  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	1,633	4.79%	100	4.79	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	3.83	Availability Percent.

### Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 3  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	1,184	3.47%	100	3.47	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	2.78	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 3  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	34	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 3  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	34,080	44	0.13%	100	0.13	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

## Utilization Analysis

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	48.69	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	39	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	4	59	0	0	1	0	0	0

Underutilization

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	2.09	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	10	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	3.83	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	13	0	0	0	0	0	0

Underutilization

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	81	0	0	2	0	0	0
Availability Percent	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 4**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI /	NH	PWD	Total	W	B/AA	H/L	A	AI /	NH	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI											AN
Officials / Administrators	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Professionals	13	6	5	0	0	1	0	0	1	7	7	0	0	0	0	0	2	46.15%	53.85%	92.31%	0.00%	0.00%	7.69%	0.00%	0.00%	23.08%	
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	15	6	5	0	0	1	0	0	1	9	9	0	0	0	0	0	3	40.00%	60.00%	93.33%	0.00%	0.00%	6.67%	0.00%	0.00%	26.67%	

Grand Total Employees for Region 4:		Males:	6	Females:	9	Total Minorities:	1		
			40.00%		60.00%		6.67%		
White:	14	B/AA:	0	H/L:	0	Asian:	1	AI/AN:	0
	93.33%		0.00%		0.00%		6.67%		0.00%
								NHOPI:	0
									0.00%
								PWD:	4
									26.67%

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



# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 4  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	15,510	10,215	65.86%	100	65.86	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	52.69	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 4  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	15,510	245	1.58%	100	1.58	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.26	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 4  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	15,510	358	2.31%	100	2.31	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.85	Availability Percent.

### Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 4  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	15,510	303	1.95%	100	1.95	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.56	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 4  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	15,510	4	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 4  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	15,510	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

## Utilization Analysis

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	0	0	0	0
Availability Percent	0.00	52.69	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	6	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	7	0	0	0	0	0	0

Underutilization

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	0	0	0	0
Availability Percent	0.00	1.26	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	0	0	0	0
Availability Percent	0.00	1.85	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	0	0	0	0
Availability Percent	0.00	1.56	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	13	0	0	0	0	0	0
Availability Percent	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 4

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

Underutilization

# **REGION 5**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES											
		Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI	AN												OPI
Officials / Administrators	7	5	3	2	0	0	0	0	0	1	2	2	0	0	0	0	0	0	1	71.43%	28.57%	71.43%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%
Professionals	42	18	11	3	4	0	0	0	0	3	24	17	2	5	0	0	0	0	6	42.86%	57.14%	66.67%	11.90%	21.43%	0.00%	0.00%	0.00%	21.43%	
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	49	23	14	5	4	0	0	0	0	4	26	19	2	5	0	0	0	0	7	46.94%	53.06%	67.35%	14.29%	18.37%	0.00%	0.00%	0.00%	22.45%	

Grand Total Employees for Region 5:		Males:	23	Females:	26	Total Minorities:		16					
			46.94%		53.06%			32.65%					
White:	33	B/AA:	7	H/L:	9	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	11
	67.35%		14.29%		18.37%		0.00%		0.00%		0.00%		22.45%

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 5  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	65,350	36,055	55.17%	100	55.17	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	44.14	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 5  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	65,350	2,945	4.51%	100	4.51	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.61	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 5  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	65,350	1,413	2.16%	100	2.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.73	Availability Percent.



### Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 5  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	65,350	5,613	8.59%	100	8.59	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	6.87	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 5  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	65,350	74	0.11%	100	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.09	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 5  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	65,350	20	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

## Utilization Analysis

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	44.14	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	18	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	24	0	0	0	0	0	0

Underutilization

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	3.61	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	5	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	1.73	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	9	0	0	0	0	0	0

Underutilization

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	6.87	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization **2**

## Utilization Analysis

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	7	42	0	0	0	0	0	0
Availability Percent	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 6**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI								AN	OPI											
Officials / Administrators	2	1	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	16	4	2	2	0	0	0	0	0	0	12	0	9	3	0	0	0	4	25.00%	75.00%	12.50%	68.75%	18.75%	0.00%	0.00%	0.00%	25.00%	
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	18	5	3	2	0	0	0	0	0	0	13	0	10	3	0	0	0	4	27.78%	72.22%	16.67%	66.67%	16.67%	0.00%	0.00%	0.00%	22.22%	

<b>Grand Total Employees for Region 6:</b>		Males: 5		Females: 13		Total Minorities: 15	
		27.78%		72.22%		83.33%	
White:	3	B/AA:	12	H/L:	3	Asian:	0
	16.67%		66.67%		16.67%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	4
							22.22%

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 6  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	38,935	21,160	54.35%	100	54.35	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	43.48	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 6  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	38,935	2,144	5.51%	100	5.51	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	4.41	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 6  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	38,935	1,433	3.68%	100	3.68	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.94	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 6  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,935	5,025	12.91%	100	12.91	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	10.32	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 6  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,935	14	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 6  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,935	30	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.



## Utilization Analysis

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	43.48	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	6	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	12	0	0	0	0	0	0

Underutilization

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	4.41	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	11	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	2.94	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	3	0	0	0	0	0	0

Underutilization

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	10.32	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	16	0	0	0	0	0	0
Availability Percent	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 7**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	25	14	11	2	1	0	0	0	3	11	8	1	1	1	0	0	2	56.00%	44.00%	76.00%	12.00%	8.00%	4.00%	0.00%	0.00%	20.00%	
Professionals	71	31	24	2	4	1	0	0	2	40	32	5	2	1	0	0	11	43.66%	56.34%	78.87%	9.86%	8.45%	2.82%	0.00%	0.00%	18.31%	
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	4	1	0	0	1	0	0	0	0	3	2	0	1	0	0	0	2	25.00%	75.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%	
Administrative Support	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	1	0.00%	100.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%	
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	102	46	35	4	6	1	0	0	5	56	43	6	5	2	0	0	16	45.10%	54.90%	76.47%	9.80%	10.78%	2.94%	0.00%	0.00%	20.59%	

<b>Grand Total Employees for Region 7:</b>		Males: 46 45.10%		Females: 56 54.90%		Total Minorities: 24 23.53%	
White: 78 76.47%	B/AA: 10 9.80%	H/L: 11 10.78%	Asian: 3 2.94%	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 21 20.59%	

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 7  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	12,585	41.39%	99	40.98	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	40	56.34%	1	0.56	Agency Workforce.
				100	33.23	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 7  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	1,285	4.23%	99	4.18	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	7	9.86%	1	0.10	Agency Workforce.
				100	3.43	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 7  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	427	1.40%	99	1.39	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	6	8.45%	1	0.08	Agency Workforce.
				100	1.18	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 7  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	282	0.93%	99	0.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	2	2.82%	1	0.03	Agency Workforce.
				100	0.76	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 7  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	45	0.15%	100	0.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 7  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	15	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	71	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 7  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	47,290	28,700	60.69%	99	60.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	5	83.33%	1	0.83	Agency Workforce.
				100	48.73	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 7  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	47,290	2,220	4.69%	100	4.69	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				100	3.76	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 7  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	47,290	844	1.78%	99	1.77	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	3	50.00%	1	0.50	Agency Workforce.
				100	1.81	Availability Percent.



# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	1,683	3.56%	100	3.56	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				100	2.85	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 7  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	39	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 7  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	64	0.14%	100	0.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	6	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

## Utilization Analysis

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	33.23	48.73	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	8	34	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	11	40	0	0	3	2	0	0

Underutilization

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	3.43	3.76	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	7	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	1.18	1.81	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	6	0	0	2	1	0	0

Underutilization

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	0.76	2.85	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	0.12	0.07	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	25	71	0	0	4	2	0	0
Availability Percent	0.04	0.11	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 8**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	4	2	2	0	0	0	0	0	1	2	1	0	1	0	0	0	1	50.00%	50.00%	75.00%	0.00%	25.00%	0.00%	0.00%	0.00%	50.00%	
Professionals	19	2	1	1	0	0	0	0	1	17	9	6	2	0	0	0	2	10.53%	89.47%	52.63%	36.84%	10.53%	0.00%	0.00%	0.00%	15.79%	
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	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
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	24	5	3	2	0	0	0	0	3	19	10	6	3	0	0	0	3	20.83%	79.17%	54.17%	33.33%	12.50%	0.00%	0.00%	0.00%	25.00%	

<b>Grand Total Employees for Region 8:</b>		Males: 5		Females: 19		Total Minorities: 11	
		20.83%		79.17%		45.83%	
White: 13	B/AA: 8	H/L: 3	Asian: 0	AI/AN: 0	NHOPI: 0	PWD: 6	
54.17%	33.33%	12.50%	0.00%	0.00%	0.00%	25.00%	

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 8  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,860	27,640	61.61%	100	61.61	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	49.29	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 8  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,860	3,603	8.03%	99	7.95	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	1	1.00	Agency Workforce.
				100	7.16	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 8  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,860	904	2.02%	100	2.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	1.61	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 8  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	44,860	810	1.81%	100	1.81	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	1.44	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 8  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	44,860	24	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 8  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	44,860	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.



## Utilization Analysis

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	49.29	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	9	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	17	0	0	0	0	0	0

Underutilization

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	7.16	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	7	0	0	1	0	0	0

Underutilization

## Utilization Analysis

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	1.61	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	0	0	0	0

Underutilization

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	1.44	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	19	0	0	1	0	0	0
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 9**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	Total	W	B/AA	H/L	A	AI / NH		OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI								AN	OPI											
Officials / Administrators	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Professionals	14	7	7	0	0	0	0	0	4	7	7	0	0	0	0	0	2	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	42.86%	
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	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	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	16	8	8	0	0	0	0	0	4	8	8	0	0	0	0	0	3	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	43.75%	

<b>Grand Total Employees for Region 9:</b>		Males: 8		Females: 8		Total Minorities: 0	
		50.00%		50.00%		0.00%	
White: 16	B/AA: 0	H/L: 0	Asian: 0	AI/AN: 0	NHOPI: 0	PWD: 7	
#####	0.00%	0.00%	0.00%	0.00%	0.00%	43.75%	

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 9  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	11,205	61.67%	100	61.67	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	49.33	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 9  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	320	1.76%	100	1.76	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	1.41	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 9  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	315	1.73%	100	1.73	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	1.39	Availability Percent.

### Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
 Region: 9  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	468	2.58%	100	2.58	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	2.06	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 9  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	10	0.06%	100	0.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 9  
 Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	18,170	10	0.06%	100	0.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

## Utilization Analysis

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	49.33	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	6	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	7	0	0	0	0	0	0

Underutilization

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	1.41	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization



## Utilization Analysis

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	1.39	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	2.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	14	0	0	1	0	0	0
Availability Percent	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# **REGION 10**

## Workforce Analysis by Region

Agency: Illinois Dept. of Employment Security

Reporting Period: 7/1/2024-6/30/2025

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES										
		Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI /	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN								AN													
Officials / Administrators	6	3	3	0	0	0	0	0	0	3	2	0	1	0	0	0	1	50.00%	50.00%	83.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%
Professionals	57	13	12	0	1	0	0	0	2	44	42	1	1	0	0	0	10	22.81%	77.19%	94.74%	1.75%	3.51%	0.00%	0.00%	0.00%	0.00%	21.05%	
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	63	16	15	0	1	0	0	0	2	47	44	1	2	0	0	0	11	25.40%	74.60%	93.65%	1.59%	4.76%	0.00%	0.00%	0.00%	0.00%	20.63%	

<b>Grand Total Employees for Region 10:</b>		Males:	16	Females:	47	Total Minorities:	4
			25.40%		74.60%		6.35%
White:	59	B/AA:	1	H/L:	3	Asian:	0
	93.65%		1.59%		4.76%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	13
							20.63%

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

# Availability Percent Worksheet

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

Affirmative Action Group:  
**WOMEN**  
Region: 10  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	15,670	62.50%	100	62.50	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	50.00	Availability Percent.

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

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 10  
Facility: FY 2026

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	1,219	4.86%	100	4.86	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.89	Availability Percent.

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

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 10  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	496	1.98%	100	1.98	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.58	Availability Percent.

# Availability Percent Worksheet

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

Affirmative Action Group:  
**ASIAN**  
Region: 10  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	25,070	982	3.92%	100	3.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.13	Availability Percent.

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

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 10  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	25,070	53	0.21%	100	0.21	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.17	Availability Percent.

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

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 10  
Facility: [FY 2026](#)

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	25,070	10	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	28	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	44	0	0	0	0	0	0

Underutilization

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	3.89	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

**1**

## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	1.58	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	0	0	0	0

Underutilization

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**1**



## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	0.17	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	57	0	0	0	0	0	0
Availability Percent	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**UNDERUTILIZATION  
SUMMARY  
BY IDHR REGION**

# Underutilization Summary by Region

Name of Agency: Illinois Dept. of Employment Security

Fiscal Year: 2026

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										23														
2										1														
3										1														
4																								
5										2														
6										1														
7																								
8																								
9																								
10								1		1														
Total	0	0	0	0	0	0	0	1	0	29	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: 1

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 29

Total underutilization for American Indian or Alaskan Native: 0

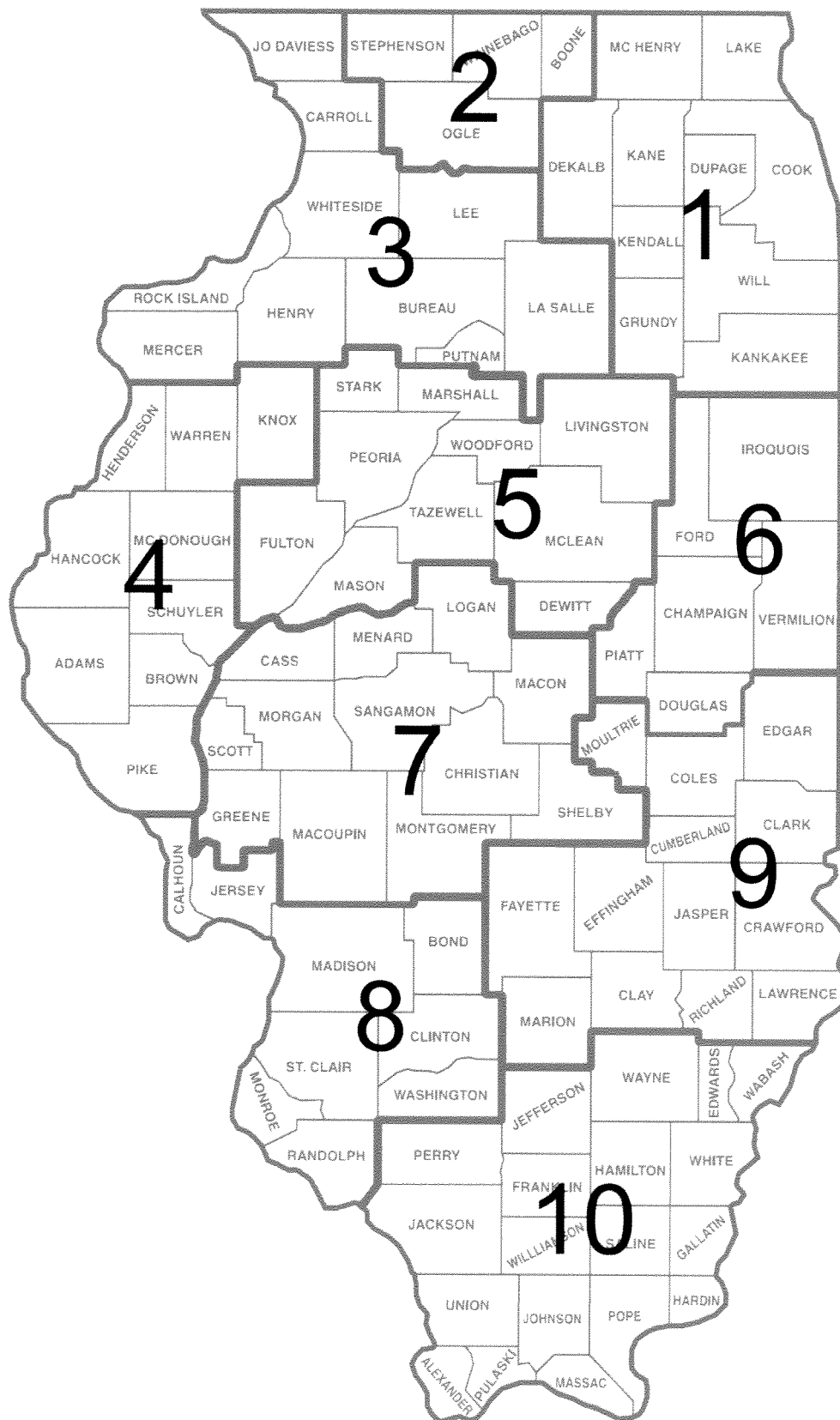
Total underutilization for Native Hawaiian or Other Pacific Islander: 0

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

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

# **IDHR STATE REGIONAL MAP**

# Illinois Department of Human Rights State Regional Map



## IDES LOCATIONS WITHIN IDHR REGIONS

### REGION 1

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

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

### REGION 2

Rockford

### REGION 3

Rock Island  
Rock Island Call Center  
Ottawa  
Sterling

### REGION 4

Quincy (Integrity Unit)

### REGION 5

Northwest Regional Office  
Peoria

### REGION 6

Champaign  
Danville Job Ctr.

### REGION 7

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

### REGION 8

Belleville  
Wood River Job Ctr.

### REGION 9

Effingham

### REGION 10

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

## COUNTIES BY IDHR REGIONS

### Region 1

Cook  
DeKalb  
DuPage  
Grundy  
Kane  
Kankakee  
Kendall  
Lake  
McHenry  
Will

### Region 2

Boone  
Ogle  
Stephenson  
Winnebago

### Region 3

Bureau  
Carroll  
Henry  
Jo Daviess  
LaSalle  
Lee  
Mercer  
Putnam  
Rock Island  
Whiteside

### Region 4

Adams  
Brown  
Hancock  
Henderson  
Knox  
McDonough  
Pike  
Schuyler  
Warren

### Region 5

DeWitt  
Fulton  
Livingston  
Marshall  
Mason  
McLean  
Peoria  
Stark  
Tazewell  
Woodford

### Region 6

Champaign  
Douglas  
Ford  
Iroquois  
Piatt  
Vermillion

### Region 7

Christian  
Cass  
Greene  
Logan  
Macon  
Macoupin  
Menard  
Montgomery  
Morgan  
Sangamon  
Scott  
Shelby

### Region 8

Bond  
Calhoun  
Clinton  
Jersey  
Madison  
Monroe  
Randolph  
St. Clair  
Washington

### Region 9

Clark  
Clay  
Coles  
Crawford  
Cumberland  
Edgar  
Effingham  
Fayette  
Jasper  
Lawrence  
Marion  
Moultrie  
Richland

### Region 10

Alexander  
Edwards  
Franklin  
Gallatin  
Hamilton  
Hardin  
Jefferson  
Jackson  
Johnson  
Massac  
Perry  
Pope  
Pulaski  
Saline  
Union  
Wabash  
Wayne  
White  
Williamson

## **SECTION III**



## DEVELOPING GOALS AND TIMETABLES

Illinois Department of Human Rights explains developing numerical and programmatic affirmative action goals in its January 2023 Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies as follows:

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

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

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

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

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

In regard to accomplishing the goals, Section 2520.795 of the Procedures of the Department of Human Rights [[Title 56, Section 2520.795 A](#)] states that,

“The Department shall judge the agency's concerted effort and progress to provide equal employment opportunity and affirmative action for minorities, women and persons with disabilities, using the following criteria:

- 1) existence of an approved plan;
- 2) demonstration of the implementation of the agency's goals within the timeframe cited in the agency's plan. In order to be found in compliance with numerical goals, the agency must show that its percentage of hires and promotions for minorities and females in underutilized categories equals or exceeds 80% of the labor market availability rate of minorities and females in question based on Illinois Department of Employment Security Workforce Availability Information at [https://ides.illinois.gov/content/dam/soi/en/web/ides/labor\\_market\\_information/workforce\\_availabilityinformation/statewide.pdf](https://ides.illinois.gov/content/dam/soi/en/web/ides/labor_market_information/workforce_availabilityinformation/statewide.pdf) or that the agency has made a concerted effort to reach those goals. In determining whether an agency made a concerted effort, the Department will evaluate the agency's overall actions taken over the course of the fiscal year to reduce its underutilization when there have been opportunities to hire and/or promote in underutilized categories. When agency underutilization occurs in a geographic region with labor market availability rates less than 2 percent for a specific affirmative action group, the Department will consider the availability of this group in evaluating an agency's performance. Compliance with program goals will be determined by an agency's documentation that those goals have either been achieved or a demonstration of a concerted effort to achieve those goals;
- 3) demonstration that the agency's EEO/AA policy has been disseminated throughout the agency;
- 4) documentation of the inclusion of EEO/AA principles and procedures in appropriate in-service training programs;
- 5) documentation of the inclusion of the agency's EEO Officer in the investigation and disposition of all internal and external discrimination grievances and complaints;
- 6) maintenance and timely submission of appropriate employment data and reports as required in this Subpart and by federal authorities;
- 7) in an agency with 1,000 or more employees, documentation of the appointment, with the Director's approval, of an EEO Officer;

- 7) in an agency with 1,000 or more employees, documentation of the appointment, with the Director's approval, of an EEO Officer;
- 8) in an agency with fewer than 1,000 employees, documentation of the designation of an EEO Officer who may serve as a full-time EEO Officer or be responsible for other duties within the agency beyond those of an EEO Officer; and
- 9) documentation that the agency's EEO Officer has performed the duties and responsibilities outlined in the Act and this Subpart.”

Sources:

*IDHR Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies, January 2023*

*Procedures of the Department of Human Rights, Title 56, Section 2520.795 A, effective April 21, 2014*

Revised August 2025

# **NUMERICAL GOALS**

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
FY 2026 NUMERICAL AFFIRMATIVE ACTION GOALS**

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

**IDES STATEWIDE UNDERUTILIZATION SUMMARY**

**EEO JOB CATEGORY**

**UNDERUTILIZATION**

**WOMEN**

**TOTAL: None**

**BLACK/AFRICAN AMERICAN**

Professionals

1

**TOTAL: 1**

**HISPANIC/LATINO**

**TOTAL: None**

## FY 2026 Numerical Affirmative Action Goals (continued)

### ASIAN

Professionals

29

TOTAL: 29

### AMERICAN INDIAN/ALASKA NATIVE

TOTAL: None

### NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

TOTAL: None

Statewide Total      30

The following are the numerical goals and action plans based upon the above-described numerical analysis. Each action plan outlines the steps the agency commits to take to achieve the stated goal during FY 2026.

## AREAS TO BE ADDRESSED

### REGION 1

Underutilization of 23 Asian Professionals.

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### REGION 2

Underutilization of 1 Asian Professional.

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### REGION 3

Underutilization of 1 Asian Professional.

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### REGION 5

Underutilization of 2 Asian Professionals.

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### REGION 6

Underutilization of 1 Asian Professional.

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### REGION 10

Underutilization of 1 African American Professional.

Underutilization of 1 Asian Professional.

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

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

**COMPLETION/TARGET DATE:** DES will report progress on 10/24/2025; 01/24/2026; 04/22/2026; 07/24/2026.

\*It should be noted that some or all of the positions in the Professionals category are covered by a collective bargaining agreement. Therefore, the ability to attain this goal may be hampered by a bona fide seniority provision. Also, during the previous years, IDES lost several positions internally to DOIT, which included Asian individuals. IDES has also been restricted to certain CMS hiring lists that have included no or limited amounts of

Asian individuals, such as under the CMS Non-Interview Hiring Plan, Alternative Employment Program, and the Open Competitive Lists used for determining candidates for Rutan restricted interviews.



## AREAS TO BE ADDRESSED

### ACTION PLAN

ACTION ITEM	ASSIGNMENT RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURE
Inform appropriate Administrator/Managers, Human Resource Staff, or designees, of the numerical affirmative action goal upon approval of the Plan.	EO Officer or designee	Within a reasonable time after approval of the Plan by the Director of IDHR.	Review FY 2026 numerical goals Hiring/Promotion Monitor
Notify CMS recruiters and/or IDES Recruitment and Selection Unit and/or appropriate Employment Plan Councils of potential vacancies for referral of qualified applicants.	EO Officer or designee	Quarterly	Quarterly reports
Notify Community Based and Professional Organizations	Human Resource Recruitment/Selection Unit, Employment Services Division, and EO Officer	Recurring Date	As appropriate and through Job Fairs
Review individual region(s) with underutilization and assist Human Resources with targeting appropriate group(s) for recruitment and selection.	Interview panel members and Recruitment and Selection Manager	09/30/2025 12/31/2025 03/31/2026 06/30/2026	Review of Hires/Promotions by EO Officer
Prepare quarterly progress reports toward achievement of action plan	EO Officer or designee	10/24/2025 01/24/2026 04/22/2026 07/24/2026	Copies of reports submitted to Agency Director

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

# **PROGRAM GOALS**

## FY 2026 AFFIRMATIVE ACTION PROGRAM GOALS

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

### **I. UNDERUTILIZATION**

IDES is not at parity in staffing levels of 23 Asian Professionals in Region 1, 1 Asian Professional in Region 2, 1 Asian Professional in Region 3, 2 Asian Professionals in Region 5, 1 Asian Professional in Region 6, 1 Asian Professional in Region 10, and 1 African American Professional in Region 10.

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

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

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

EO will participate in the Asian American Employment Plan Advisory Council and African American Employment Plan Advisory Council, when active. EO will ask for these groups' assistance in its outreach and recruitment of diversified, qualified applicants. IDES will also notify Community Based Organizations and applicable Professional Organizations of all vacancies when possible. IDES will also post job vacancies on CMS and IDES websites. Lastly, IDES will inform its Human Resource Manager, Recruitment and Selection Manager of underutilization and achievements towards goals.

Assignment Responsibility-	EO Office
	Human Resources Management
	Recruitment and Selection Manager
	Hiring Managers

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

\*It should be noted that some or all of the positions in the Professional category are covered by a collective bargaining agreement. Therefore, the ability to attain this goal may be hampered by a bona fide seniority position. Also, meeting underutilization goals is always affected by the need to follow Rutan regulations and other Federal, State and agency Personnel policies regulating the hiring process.

## II. GENERAL TRAINING

The Agency will provide training, including but not limited to Sexual Harassment, Discrimination and Harassment Prevention, Diversity, Equity and Inclusion, New Employee Orientation training and general training courses for all staff, when possible.

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

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

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

Assignment Responsibility-	EO Office
	Employee Training & Development
	Human Resources Management
	Division Managers

Completion dates:

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

Scheduled IDES Training Sessions to include the following when possible:

- 2025 Confidentiality Training for Employees
- 2025 Employee Guidebook Training (Ver. 2) (Guidebook to the Policies & Procedures)
- Emergency Preparedness
- Employee Emergency Handbook
- Ethics Training Program for State Employees and Appointees 2026
- Diversity, Equity, Inclusion and Accessibility Training 2026
- Information Safeguard Training (CBL) 2026
- Harassment and Discrimination Prevention Training 2026
- IDES: 2025 Confidentiality Training for Employees
- Mandatory State of Illinois Disability Survey 2026
- Acceptable Use Policy (AUP) 2026
- Security Awareness 2026
- IDES: Financial Operations - Time Keeping and Payroll for Managers
- IDES: Intranet 2.0 CBL
- IDES: Limited English Proficiency (LEP) Training
- IDES: Telephone Etiquette Training
- IDES: The Illinois Career Information System (CIS)
- IDES: Time & Leave
- IDES: Customer Service
- IDES: Email Etiquette Training

### III. ACCESSIBILITY

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

Goal: On-going reviews of IDES facilities, programs, and services for ADA accessibility for employees and customers to ensure as many locations are reviewed on an annual basis when possible.

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

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

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

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

## **SECTION IV**

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

### .10 PURPOSE

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

### .15 DEFINITIONS

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

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

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

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

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

*Reasonable accommodation:* See Section 1205 of this Manual for the definition of reasonable accommodation in connection with persons with known disabilities. See Section 1207 of this Manual for the definition of reasonable accommodation in connection with IDES employee religious practices. Refusal of reasonable accommodation is a form

of unlawful discrimination unless IDES can show that it would be an undue burden to grant the request.

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

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

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

## **.20 POLICY**

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

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

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

Inquiries may be directed to the EO Officer and the EEO/AA Office at 115 South LaSalle Street, 17<sup>th</sup> Floor, Chicago, Illinois 60603, Voice: 312-793-9290 or 312-793-9350, Fax: 312-793-0302, TTY: 888-340-1007.

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

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



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

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

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

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

**.50 TRAINING**

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

**.60 REFERENCES**

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

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

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

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

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

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

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

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

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

U.S. Department of Labor (29 CFR 32)

U.S. Department of Labor Nondiscrimination Regulations (29 CFR 38)

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

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

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

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

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

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

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

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

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

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

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

## 1201 EEO/EO COMPLAINT PROCEDURES

### .10 BACKGROUND

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

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

The following definitions apply for purposes of this Section 1201:

*Discrimination:* (1) Unlawful discrimination as defined under applicable federal and state law and Section 1200 of this Manual; or (2) failure to provide reasonable accommodation under applicable federal and state law and Section 1205 of this Manual or any other violation of Federal or State Nondiscrimination law, rule, statute or regulation.

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

*Discrimination Complaint Process:* The procedures for handling a *discrimination complaint* established under this Section and/or the IDES Policies and Procedures, 1200 series.

*EEO/AA:* The EO Officer and EEO/AA Office as defined under Section 1200 of this Manual, as well as mediators utilized under Subsection .202 below. This also includes the definitions of an EO Officer and EEO/AA Office as defined in WIOA Nondiscrimination Regulations, seen in 29 CFR 38.

*Ethics Officer:* The individual designated by the Director of IDES to serve as the Agency’s Ethics Officer pursuant to Section 20-23 of the State Officials and Employees Ethics Act.

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

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

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

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

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

All IDES employees must cooperate with EEO/AA in its administration of the discrimination complaint process. An employee's duty to cooperate under this subsection does not restrict any rights or protections available to the employee under Federal and State constitutions and laws. Failure to cooperate in the discrimination complaint process may lead to discipline up to and including discharge.

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

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

## **.20 DISCRIMINATION COMPLAINT PROCESSING**

A discrimination complaint is considered filed under this Section on the date it is received by EEO/AA at 115 S. LaSalle Street, 17<sup>th</sup> Floor, Chicago, Illinois 60603. The discrimination complaint, to be considered filed, shall bear the original signature of the complainant to be deemed filed. EEO/AA telephone numbers are Voice: (312) 793-9290, Fax: (312) 793-0302, TTY: (888) 340-1007.

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

The IDES Ethics Officer and/or any other IDES Management staff shall immediately refer to the EO Officer any complaint that is received which alleges sexual harassment.

**Note:** A complainant may file a discrimination complaint with Federal and State agencies outside IDES instead of or in addition to filing with EEO/AA (see Subsection .50 below for the names, addresses and filing deadlines of various outside agencies) or with the Ethics Officer. A complainant is *not* required to file a discrimination complaint with EEO/AA before filing one with an outside agency. The outside agency will assume jurisdiction of a discrimination

complaint filed both with it and EEO/AA EEO/AA Office. In this case, EEO/AA will close the internal discrimination complaint process file and respond to the outside complaint and/or charge. EEO/AA will notify the complainant of this action.

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

A discrimination complaint must be filed using the appropriate, signed and fully completed IDES complaint form. IDES employees must use [IDES Internal Discrimination Complaint Form \(EEO-2\)](#), and IDES clients and members of the general public must use [IDES External Discrimination Complaint Form \(EEO-6\)](#) (Spanish). EEO/AA will reject a discrimination complaint if it is submitted orally or in a written form other than the appropriate, signed and fully completed IDES complaint form. However, EEO/AA will accept a discrimination complaint submitted in any written form if it is submitted within the 300-day period and all the following additional requirements are satisfied:

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

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

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

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

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

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

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

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

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

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

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

***The EO Officer will conduct an initial review of a sexual harassment complaint within 10 business days of receipt of the complaint, or as soon as possible thereafter. If the EO Officer determines that a further investigation is warranted, the EO Officer shall complete the investigation within 30 days of receipt of the complaint, or as soon as possible thereafter.***

**.201 EEO/AA Office Investigation Process**

An investigation starts when a complaint is filed. A complaint may be filed by an employee, an IDES claimant and/or customer and/or be sent to the EEO/AA Office by another investigatory body like the OEIG, IDHR, or the EEOC. Once a complaint is filed, an investigation commences, and EO Investigators will begin collecting documentary evidence. This may be done by initiating Requests for Information and/or documentation to Human Resources Management, Labor Relations, Management and/or any other relevant units for pertinent documents and information for the case. Pertinent documents include, but are not limited to, evaluations, discipline records, job descriptions, etc. EEO/AA Office also initiates and conducts interviews of the parties, including Complainant, Respondent(s) and/or Witnesses. Testimony, evidence and pertinent documents are then reviewed and/or analyzed. Meetings between EEO/AA and others may also take place to help facilitate the investigation, mediation and/or conclusion of the complaint. At the conclusion of the investigation, a Recommendation Report or Memorandum is compiled including testimony, factual findings, analyses of the evidence, and application of the law. Analysis of these cases, include but are not limited to IDES Policies & Procedures, relevant case law, USDOL Nondiscrimination Regulations, EEOC Guidance and other applicable legal authority. At the completion of the investigation, EEO/AA Office will make a conclusion and/or findings regarding the allegations of the complaint. Ultimately, the objective of an Investigation is to determine if there is substantial evidence to support any of the discrimination allegations in the discrimination complaint. There will either be a Finding of Substantial Evidence or a Finding of Lack of Substantial Evidence that a violation occurred. If a Finding of Substantial Evidence is made, or if there are operational concerns found during the investigation, EEO/AA Office may make formal recommendations to the appropriate unit/division to help rectify any issues brought forth, regardless of the outcome.

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

All findings of Substantial Evidence and thereafter recommendations made by the EEO/AA Office, pursuant to its investigation, shall be sent to Labor Relations and the appropriate managerial authority to effectuate. Regardless of the outcome, EEO/AA Office will send a closure letter to both the Complainant and the Respondent, stating the Findings and the Recommendations, if any.

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

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

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

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

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

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

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

**.30 EMPLOYMENT SERVICE DISCRIMINATION COMPLAINTS**

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

**.40 FALSE AND FRIVOLOUS COMPLAINTS**

A false and frivolous discrimination complaint is a discrimination complaint that is unreasonable and filed in bad faith. A person may be disciplined up to and including discharge or termination (if an employee, agent, or contractor) or sanctioned (if a client or member of the general public) for filing a false and frivolous complaint (see Subsections 1200.20 and 1202.30 of this Manual).

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



**.50 RESOLUTION OUTSIDE IDES**

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

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

**Illinois Department of Human Rights (IDHR):**

555 West Monroe Street, 7th Floor  
Attn. Intake Unit  
Chicago, Illinois 60661  
(312) 814-6200  
TTY: (866) 740-3953  
FAX: (312) 814-6251 (Charge Process)  
Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

**Or**

524 S. 2nd Street, Third Floor  
Attn. Intake Unit  
Springfield, Illinois 62701  
(217) 785-5100

TTY: (866) 740-3953  
FAX: 217-785-5106 (Charge Process)  
Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

IDHR requires the complaint to be filed within 2 years of the alleged discrimination.

**U.S. Equal Employment Opportunity Commission (EEOC)**

230 South Dearborn, Suite 1866  
Chicago, Illinois 60604  
Phone: 1-800-669-4000  
TTY: 1-844-234-5122  
EEOC Public Portal  
EEOC requires the complaint to be filed within 300 days of the alleged discrimination.

**Director, Civil Rights Center (CRC)**

U.S. Department of Labor  
200 Constitution Avenue N.W., Rm. N-4123  
Washington, D.C. 20210  
Voice: (202) 693-6500  
Fax: (202) 693-6505,  
Relay Services: 711

CRC requires filing within 180 days of the alleged discrimination, unless a discrimination complaint is filed with EEO/AA, in which case a discrimination complaint may be filed with CRC either within 30 days of the date a Notice of Final Action is received or, if a Notice of Final Action is not issued within 90 days of the date the discrimination complaint was filed, within 30 days of the 90th day, i.e., within 120 days of the date the discrimination complaint was filed.

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

## **.60 REFERENCES**

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

Section 20-23 of the State Officials and Employees Ethics Act (5 ILCS 430/20-23)

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

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

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

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

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

Executive Order 2018-02

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

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

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

Section 5001, IBIS Claims Taking Process, of the Procedures Manual

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

State of Illinois  
 Department of Employment Security  
 IDES Office of Equal Employment Opportunity / Affirmative Action  
 115 S. LaSalle Street, 17th Floor, Chicago, Illinois 60603  
**Employee Discrimination Complaint Form**



THIS FORM IS FOR USE BY IDES EMPLOYEES ONLY

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

**If necessary, use extra pages to answer the following questions.**

<b>7. Please discuss the facts of the discrimination you feel occurred (be specific) :</b>			
<b>8. Please provide the following information for the person(s) you believe engaged in discrimination :</b>			
<b>Name</b>	<b>Title</b>	<b>Work Location</b>	<b>Telephone</b>
<b>9. Please provide the following information for any persons (witnesses or others) who have knowledge or information concerning your complaint:</b>			
<b>Name</b>	<b>Address</b>	<b>Telephone</b>	
<b>10. Have you made an effort to resolve the discrimination through your supervisors/managers, the grievance procedure, or any public or private organization?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b> <b>If yes, please explain, indicating the outcome of the efforts:</b>			
<b>11. Please submit any documents you may have that support your claim(s) of discrimination.</b>			
<b>I have attached supporting documents:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b>			

Complainant's signature _____	Date _____	EO Officer's signature _____	Date Received _____
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**Please return the completed form with copies of supporting documentation to the IDES Office of Equal Employment/Affirmative Action (EEO/AA), 115 S. LaSalle Street, 17th Floor, Chicago, Illinois 60603. If you have questions, you may contact the EEO/AA Office at (312) 793-9290 (voice), (312) 793-0302 (fax) or (888) 340-1007 (TTY).**

# **UNLAWFUL HARASSMENT & UNLAWFUL RETALIATION**

## **1202 UNLAWFUL HARASSMENT AND UNLAWFUL RETALIATION**

### **.10 POLICY**

In accordance with Section 1200 of this Manual, it is IDES policy to fully comply with all Federal and State legal authority that requires IDES to maintain work, program, and activity environments free of unlawful harassment and unlawful retaliation, which are forms of unlawful discrimination. An IDES employee, agent, or contractor who engages in unlawful harassment or unlawful retaliation may be subject to discipline, up to and including discharge or termination. A person who harasses or threatens another may also be subject to criminal charges.

IDES managers and supervisors must report **all** complaints, allegations, and perceived incidents of unlawful harassment and unlawful retaliation to the Department's EO Officer (see subsection 1200.30 of this Manual) or the Ethics Officer. These complaints, allegations, and incidents must be reported even if the targeted person does not wish to make a formal complaint. The EO Officer is available to consult about unlawful harassment and unlawful retaliation issues; Voice: (312) 793-9290, Fax: (312) 793-0302, TTY: (888) 340-1007.

This Section focuses on unlawful harassment and unlawful retaliation in connection with IDES employment, although unlawful harassment and unlawful retaliation in connection with IDES programs and activities are also prohibited.

The IDES Ethics Officer shall immediately refer to the EO Officer any complaint that the Ethics Officer receives, and which alleges sexual harassment.

### **.20 UNLAWFUL HARASSMENT**

Unlawful harassment occurs when a person is harassed on the basis of a lawfully protected personal characteristic such as race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief, unfavorable (except a dishonorable) discharge from military service, military status, ancestry, marital status, sexual orientation, or genetic information or any other protected category recognized by Federal/State law, rules, and/or statutes.

Unlawful harassment in employment generally results when, on an objective basis, harassment based on an employee's lawfully protected personal characteristic substantially interferes with the employee's work performance or creates an intimidating, hostile or offensive working environment. This form of harassment is known as a *hostile work environment*. (Sexual harassment includes additional forms of harassing conduct. See subsection .201 below). Courts have held that a hostile work environment exists when an employee's workplace is permeated with discriminatory intimidation, ridicule, and insult that on an objective basis are sufficiently severe or pervasive to alter the employee's conditions of employment. The Equal Employment Opportunity Commission (EEOC) offers a partial list of the kinds of harassing conduct that may contribute to a hostile work environment, e.g.:

- offensive jokes
- slurs
- epithets or name calling
- physical assaults or threats
- intimidation
- ridicule or mockery
- insults or put-downs
- offensive objects or pictures
- interference with work performance

Unlawful harassment of an IDES client may result from the same form of hostile environment (i.e., when, on an objective basis, harassment based on a client's lawfully protected personal characteristic substantially interferes with the client's use or enjoyment of an IDES program or activity or creates an intimidating, hostile or offensive IDES program or activity environment).

**.201 Sexual Harassment**

Sexual harassment is a unique subset of unlawful harassment prohibited by both the IHRA and Title VII. An IDES employee, agent, or contractor who engages in sexual harassment not only may be disciplined and/or sanctioned by the Department, but under the IHRA may also be held personally liable for civil penalties and damages (see subsection .10 above regarding criminal charges).

The IHRA defines sexual harassment in employment as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting such person; or
- Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

The definition of sexual harassment under Title VII is similar. Sexual harassment affects both sexes. Sexual harassment involves a man's harassment of a woman, a woman's harassment of a man and harassment between members of the same sex.

Examples of sexual harassment include employment actions under which:

- An employee is denied employment opportunities by a supervisor after rejecting the supervisor's sexual advance(s) or request(s) for sexual favors; and
- An employee is subjected to severe or pervasive conduct by co-workers because of their sex that substantially interferes with the employee's job performance.

Unwanted conduct that, if sufficiently severe or pervasive, may constitute sexual harassment includes but is not limited to:

- *Verbal:* Sexual innuendos and suggestive comments; sexual insults and threats; sexual humor such as jokes about sex, anatomy or sex-specific traits; sexual propositions and requests for dates, especially when repeated; and statements of a sexual nature about other persons, even when made outside of their presence.
- *Non-Verbal:* Sexually suggestive or insulting sounds such as whistling, catcalls, and "smacking" or kissing noises; leering; obscene gestures; and sexually suggestive bodily gestures.

- *Graphic:* Posters; *signs*; pin-ups; and pictures of a sexual nature.
- *Physical: Touching*, hugging or kissing, pinching, brushing the body, unwanted sexual acts, and sexual attacks.
- *Electronic:* E-mail, text/picture messages (sexting), Internet (e.g., on-line postings, blogs, instant messages, social networks, etc.), and cyber stalking.

While the most commonly recognized forms of sexual harassment often involve the types of conduct described above, non-sexual conduct can also constitute sexual harassment when that conduct is directed at the individual(s) because of their sex. For example, a court found sexual harassment based on a hostile work environment when a female employee reported to work every day and found their tools stolen, their workstation filled with trash, and their equipment disabled by male co-workers because they resented working with a woman.

The most severe and overt forms of sexual harassment are the easiest to recognize. On the other end of the spectrum, sexual harassment may involve conduct that a person does without an intent to sexually harass another. For example, phrases such as “honey,” “darling,” and “sweetheart” may seem innocent to the speaker but may be unwanted by many employees who believe they are offensive, condescending, and damaging to their ability to perform their jobs professionally. As another example, what is meant as a compliment may be perceived as an unwanted sexual remark. The following three statements might be meant as compliments about the appearance of a coworker:

- “That’s an attractive dress you have on.”
- “That’s an attractive dress. It really looks good on you.”
- “That’s an attractive dress. You really fill it out well.”

The first statement may often be perceived as an inoffensive compliment; the second statement may be perceived less so; and the third statement is the most likely one to be perceived as unwanted sexual comment. Every IDES employee must be aware that what may seem to them to be harmless or playful may in fact be unwanted sexual conduct. To avoid the possibility of sexual harassment charges, it is best to follow a course of conduct and speech that are sexually neutral and contain no sexual innuendo.

It would be appropriate for an employee to respond to what is perceived as sexual harassment targeted at them by directly and clearly expressing their objection to the unwelcome conduct to the harassing person(s) and ask that it stop. The message may be oral, but if the unwelcome conduct continues the employee may want to give the harassing person(s) subsequent messages in writing in a note or a memo. Other actions the employee may take are addressed below in .202, and subsection .40.

#### **.202 Sexual Harassment and Sexual Harassment Complaints**

It is a high priority for the Department to create and maintain a work environment that is welcoming and inclusive, and to prevent and properly address sexual harassment in the workplace. Supervisors shall take all complaints of sexual harassment seriously and immediately provide the proper avenue for employees to report and/or file a formal complaint.



Employees are encouraged to report allegations of sexual harassment or report witnessing sexual harassment in the workplace to their supervisors, the Department's Ethics Officer at 312-793-9064, the Department's Equal Employment Office at 312-793-9290, the [Office of the Executive Inspector General](#) for the agencies under the Illinois Governor at their toll-free hotline 866-814-1113, and/or the Illinois Department of Human Rights Sexual Harassment and Discrimination Helpline at 877-236-7703 (Monday – Friday 8:30 a.m. to 5:00 p.m.), Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment).

Supervisors shall immediately provide the additional contact information above to an employee who reports allegations of sexual harassment or reports witnessing sexual harassment in the workplace, and supervisors shall then report the matter to the Department's Ethics and/or EO Officer, even if the complaining party does not want to make a formal complaint.

**.30 UNLAWFUL RETALIATION**

Unlawful retaliation occurs when a person is subjected to retaliation for:

- Opposing what the person believes to be unlawful discrimination;
- Making a charge, filing a complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing regarding what the person believes to involve unlawful discrimination; or
- Requesting, attempting to request, using, or attempting to use a reasonable accommodation.

(See Section 1200 of this Manual for the definition of *unlawful discrimination* and Section 1205 for definitions of *reasonable accommodation*).

A person may not be subjected to any act of retaliation of any type because of the person's opposition, participation, or request as identified above. Retaliation is prohibited even when a person's opposition, participation, or request is ultimately rejected, denied, or unfounded. However, a person may be disciplined up to and including discharge or termination (if an employee, agent, or contractor) or sanctioned (if a client or member of the public) if their opposition, participation, or request was unreasonable and done in bad faith. (See subsections 1200.20 and 1201.40 of this Manual.)

**.40 RESPONDING TO UNLAWFUL HARASSMENT AND RETALIATION**

People who either observe or believe they are the target of unlawful harassment or unlawful retaliation should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending person(s) and reporting the conduct to their supervisor, the Ethics Officer and the EO Officer. Regarding special requirements for sexual harassment reporting, see .202 above. If the harassing or retaliating person is an employee's supervisor, the employee may report the conduct to the next level of supervision, the Ethics Officer and the EO Officer. A person may report unlawful harassment or unlawful retaliation even if the offending conduct is not directed at that person. A person may want to document each incident (what was said or done, by whom, the date, time, place, persons present, etc.). Documentation can be strengthened by records such as letters, notes, memos, and telephone messages.

A person may also file a formal complaint of unlawful harassment or unlawful retaliation with the EEO/AA Office, the Ethics Officer or an outside agency. (See Section 1201 of this Manual.)

**.50 REFERENCES**

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

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

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

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

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

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

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

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

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

[Executive Order 2018-02](#), Creating the Governor's Chief Compliance Office/Officer (CCO) and Reassignment of Investigative Functions for Sexual Harassment Allegations (Ethics Officer liaison with CCO).

# **MONITORING NEW HIRES & PROMOTIONS**

## 1203 EEO/AA: MONITORING NEW HIRES AND PROMOTIONS

### .10 BACKGROUND

Through its rulemaking powers contained in Sections 7-101(A) and 7-105(A) of the Illinois Human Rights Act (IHRA), the Department of Human Rights (DHR) mandates that each state agency shall implement a process to monitor its hiring and promotional transactions. **Note:** Because of various reporting requirements of the Department of Central Management Services and the Department of Human Rights, "hiring" as used herein also includes both intra- and inter-agency transfers **and** the conversion of intermittent employees to full-time positions. The purpose of monitoring is to ensure the Department's compliance with its Equal Employment Opportunity/Affirmative Action Plan and to evaluate progress toward meeting the Plan's goals.

Section 2520.770 (h) of the DHR rules provides:

The Hiring Monitor (DHR-19) and the Promotion Monitor (DHR-20) established by the Department shall be completed by each agency and submitted as required to Central Management Services on all hires and promotions for all full-time permanent and part-time permanent employees, including trainees, provisional employees, and semi-automatic promotions pursuant to a collective bargaining agreement. On the applicable Monitor, the agency shall indicate the EEO job category and classifications of the position and whether it is an underutilized category. The Monitor shall also indicate the race, sex, whether disabled, and national origin of all persons considered for the position and of the candidate, and whether the candidate meets the affirmative action requirements for that category. If the candidate does not meet the affirmative action requirements for that category, a detailed explanation indicating the reasons for the selection must be completed by the selecting officer and attached to the Monitor. The agency EEO Officer, or designee, shall have access to the eligibility list and other pertinent documents, including, but not limited to, Rutan documentation. The agency EEO Officer, or designee, shall review and sign the Monitor, indicating concurrence or non-concurrence in the transaction. The EEO Officer or designee shall fully explain on the Monitor their reason for any non-concurrence. In all transactions, the agency Chief Executive Officer or designee shall sign and date the Monitor, indicating approval. Central Management Services **shall not complete** any hire or promotion transaction if the Monitor is not attached to the transaction, is not signed and dated by the EEO Officer or designee, is not approved and signed by the agency's Chief Executive Officer or designee and is not signed and dated prior to the effective date of the candidate's hire or promotion. (Emphasis added)

The following procedures describe the process of monitoring new hires and promotions to ensure compliance with the above-cited procedure and the Department's Equal Employment Opportunity/Affirmative Action Plan.

### .20 PROCEDURES FOR MONITORING NEW HIRES AND PROMOTIONS

#### Section or Bureau Manager or Designee

1. Once a decision is made to seek approval to fill a vacancy, completes an [e-PAR \(Personnel Action Request\)](#) and submits to Human Resource Management (HRM).

**Human Resource Management Recruitment/Selection Staff**

2. Once the e-PAR is approved, sends an email to EEO requesting a hiring or promotion Monitor, and provides a copy of all recruitment announcements (i.e., posting notice), if any, to the EO Officer **prior to posting**. (Includes any outreach recruitment documentation.) If no recruitment announcement is posted (e.g., for vacancies subject to the Permanent Bid System), provides EEO with a copy of the selection list.

**Equal Opportunity Officer or Designee**

3. When a request for a monitor is received, determines the EEO job category and checks the current status of underutilization for the requested category in the DHR region of the work location where the position will function. This will be accomplished within five days, when possible.
4. After step 3 is completed, prepares the appropriate portion of the Monitor form indicating The posting and tracking numbers (if available), position title and location, and EEO category for the requested position, as well as the status of underutilization based on the current Affirmative Action Plan and/or quarterly report.

**Note:** If there *is* underutilization of African Americans, Hispanics, Asians, Native Americans/Alaskans, Pacific Islanders, persons with disabilities and/or women in the affected EEO job category in the DHR region of the work location where the position will function, the Monitor will indicate the underutilized group(s) and the number by which the specific category/categories is/are underutilized.

5. Sends copies of the Monitor form to HRM selection/recruitment staff for each vacancy to be filled.

**Human Resource Management Recruitment/Selection Staff**

6. After a tentative selection is made, but **prior to** informing the candidate of their selection, submits the selection packet, which includes the Monitor form, to EEO.

**Equal Opportunity Officer or Designee**

7. Reviews the Monitor and selection packet to determine whether selected candidate assists the Department in meeting its affirmative action goals. If so, signs the Monitor "concurring" with the hire and returns it to HRM to proceed with the selection.
8. If the selection of a candidate does **not** assist the Department in meeting its affirmative action goals, may circle "not concur" on the Monitor form. However, if the reason stated for not meeting the Department's affirmative action goals is **acceptable**, signs the Monitor and forwards it to HRM. If the reason stated in the Monitor is **unacceptable**, notes reason for not concurring with the hire and returns the Monitor to HRM.

**Human Resource Management Recruitment/Selection Staff**

9. After the Monitor has been signed by the EEO Officer or designee, notifies the candidate of the starting date. **Note:** The candidate shall not be notified of a starting date until the Monitor is signed.

.30 **REFERENCES**

[Sections 7-101\(A\) and 7-105\(A\) of the Illinois Human Rights Act \(775 ILCS 5/7-101\(A\) and 5/7-105\(A\)\)](#)

[Section 2520.770\(h\) of the rules of the Department of Human Rights \(56 Ill. Adm. Code 2520.770\(h\)\)](#)

[Part 38 of the regulations of the U.S. Department of Labor \(29 CFR Part 38\)](#)

# HIRING MONITOR

Section I (To be completed by designated agency personnel) **Underutilization effective 4<sup>th</sup> Qtr. Report FY 2025**

Name of Agency Illinois Dept. of Employment Security Candidate's Name \_\_\_\_\_  
City / County / Position Number \_\_\_\_\_ /  
IDHR Region / (Facility) / Bid Number Posting ID #  
EEO Job Category \_\_\_\_\_ E-Par Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Hire \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ People with Disabilities: \* \_\_\_\_\_

2. Indicate: Race of person selected \_\_\_\_\_ Sex of person selected \_\_\_\_\_  
Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

3. Number of individuals who applied or were on the list of eligible(s) \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian and Alaska Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired give a detailed explanation for the hiring decision.

6. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and **concur / do not concur** with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO Officer / Designee Date

I approve of this hire.

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

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

# TRANSACTIONS DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Source: Illinois Department of Human Rights Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies. Rev. 5/08*



# PROMOTION MONITOR

Section I (To be completed by designated agency personnel) **Underutilization effective 4<sup>th</sup> Qtr. Report FY 2025**

Name of Agency Illinois Dept. of Employment Security Candidate's Name \_\_\_\_\_  
City / County / Position Number \_\_\_\_\_ /  
IDHR Region / (Facility) / Bid Number Posting ID #  
EEO Job Category \_\_\_\_\_ E-Par Number \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Promotion \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Asian \_\_\_\_\_  
American Indian and Alaska Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ People with Disabilities: \* \_\_\_\_\_

2. Indicate the race and sex of the person promoted: \_\_\_\_\_

3. Number of individuals who applied or were on the list of promotable(s) \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian and Alaska Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, from what EEO Job Category? \_\_\_\_\_

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and **concur / do not concur** with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO Officer / Designee Date

I approve of this promotion.

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

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

# TRANSACTIONS DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Source: Illinois Department of Human Rights Technical Assistance Guide for the Development of Affirmative Action Plans and Quarterly Reports for Illinois State Executive Agencies. Rev. 5/08*

**MONITORING  
NONDISCRIMINATION &  
EQUAL OPPORTUNITY  
IN DELIVERY OF  
EMPLOYMENT SERVICE  
& UNEMPLOYMENT  
INSURANCE  
PROGRAMS & ACTIVITIES**

## **1204 MONITORING NONDISCRIMINATION AND EQUAL OPPORTUNITY IN DELIVERY OF EMPLOYMENT SERVICE AND UNEMPLOYMENT INSURANCE PROGRAMS AND ACTIVITIES**

### **.10 BACKGROUND**

The nondiscrimination and equal opportunity requirements of Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) and Civil Rights Center, U.S. Department of Labor (CRC) regulations require the Department of Employment Security to conduct annual monitoring of compliance with nondiscrimination in the delivery of Employment Service and Unemployment Insurance programs and activities. This Section 1204 describes the process of monitoring the Department's compliance with these requirements, including review schedules and targeting criteria. Under CRC regulations, the WIOA nondiscrimination equal opportunity requirements include the unlawful discrimination, reasonable accommodation, equal opportunity and affirmative action requirements of Federal and State legal authority identified under Section 1200 of this Manual.

The current plan for compliance monitoring of IDES is to continuously monitor all Local Offices and all services, benefits, and programs provided in the areas of Employment Services and Unemployment Insurance. Compliance reviews are conducted, when possible, on an annual basis, according to a fixed, predetermined schedule or timetable.

Compliance reviews consist of statistical examinations of services provided (e.g., adjudication, claims taking, job referrals, placements, etc.) to discrete applicant groups (e.g., age, sex, ethnicity, and disability status) as well as on-site visits and/or desk review audits by an Equal Opportunity (EO) Compliance Monitor from the EEO/AA Office. The EO Compliance Monitor uses the Equal Employment Opportunity Compliance Review Guide when conducting on-site and/or desk review audits.

### **.20 EMPLOYMENT SERVICE COMPONENT**

The Equal Opportunity data requirements for Employment Service are found in Employment Service Program Letter No. 14-89, dated May 4, 1989. To this end, the Department contracts with America's JobLink Alliance to produce the Illinois JobLink (IJL) Reports, a computer system, i.e., Tableau, which produces statistical reports that measure service delivery to discrete applicant groups.

After the IJL statistical reports are analyzed and other reports, such as the UI/ES complaint logs (See Sections 1201, and 7202 of this Manual.) are reviewed, the EO Officer may identify Local Offices with a pattern of complaints and/or whose Employment Service statistical measures deviate from the norm with respect to such functions as job referrals and job placements when practicable.

Additionally, the IJL system enables the EO Officer to generate and produce reports of particular offices if they are requested by the CRC.

### **.30 UNEMPLOYMENT INSURANCE PROGRAM COMPONENT**

The Equal Opportunity data collection requirements for Unemployment Insurance are set forth in Unemployment Insurance Program Letters Nos. 46-89 and 46-89, Change 1, dated May 4, 1989, and August 21, 1990, respectively. The program letters set forth the guidelines and regulations that the Department must follow in collecting (during the initial claims taking) and maintaining the data.

Review of the Unemployment Insurance program includes, but is not limited to, the number of claims processed, monetary and nonmonetary determinations, separation and non-separation issues, and appeals. The Unemployment Insurance Program Letters specify that no routine reporting of compliance reviews are required as data are submitted to CRC upon request. CRC may provide the Department prior notice before scheduling an on-site compliance review by requesting data for selected IDES Local Offices in advance.

**.40 UNEMPLOYMENT INSURANCE APPEALS COMPONENT**

UI Program Letter No. 46-89 requires the Department to collect UI data to detect any discriminatory practices in the delivery of UI services, including appeals. Unemployment Insurance appeals data are analyzed on a quarterly basis. Both lower and higher authority level appeals are analyzed to detect if discriminatory conduct might be occurring with regard to various racial, ethnic, gender, age, and disability populations.

The process of analyzing the total number of lower authority appeals involves reviewing decisions involving separations on such factors as voluntarily leaves and discharges for misconduct. Non-separation issues such as able and available, disqualifying income, refusal of suitable work, reporting requirements, and other issues are also reviewed. Allow rates (i.e., decisions in favor of claimants) and denial rates (i.e., decisions not in favor of claimants) are examined to discern if any significant population differences are present.

Pursuant to UI Program Letter No. 46-89, data collection for appeals is required for EEO monitoring. For lower authority appeals, only separation decisions are monitored (voluntary leave, discharge, and other separation). For higher authority appeals, only decisions allowed and denied by applicant characteristics are monitored.

The appeals data are currently maintained in IBIS along with applicant characteristics (race/ethnic, age, gender, and disability). This data is used to produce the following two types of tables which will be reviewed for single claimant appeals.

**.401 Lower Authority**

1. Total number of lower authority appeals decisions made by the following:
  - a. Separation Issues: voluntary quits; discharges for misconduct; and others.
  - b. Non-Separation Issues: able and available and actively seeking work; disqualifying or deductible income; refusal of suitable work; reporting requirements; and others.
2. Total number of appeal decisions in favor of claimants.
3. Total number of appeal decisions not in favor of claimants.

**.402 Higher Authority**

1. Total number of higher authority appeal decisions made.
2. Total number of appeal decisions in favor of claimants.
3. Total number of appeal decisions not in favor of claimants.

**.50 ON-SITE REVIEWS OF LOCAL OFFICES**

The EO Compliance Monitor's on-site visits and/or desk review audits to IDES offices include, but are not limited to observing intake and referral processes; interviewing Local Office staff; and determining the offices' compliance with equal opportunity/equal employment opportunity directives, such as posting of required notices, etc. On-site and/or desk review audit visits to IDES Local Offices shall also be conducted to comply with requests from CRC for specific data on designated offices.

Additionally, it must be demonstrated that such compliance reviews are occurring and are ongoing. Such documentation must be kept on file in the event that it is requested by CRC. (See Section 1103 of this Manual for applicable retention periods.)

**.60 REPORT AND CORRECTIVE ACTION PLAN**

After completion of an on-site and/or desk audit review, the EO Officer prepares a written summary of the conclusions and recommendations. A draft report is then submitted to the Local Office manager and appropriate upper-level managers, including the Deputy Director, for their response and development of any needed corrective action plan. The corrective action plan should specify steps, responsible person(s), and due dates.

**.70 REFERENCES**

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

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

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

Employment Service Program Letter No. 14-89, dated May 4, 1989

Unemployment Insurance Program Letter No. 46-89, dated August 16, 1989

Unemployment Insurance Program Letter No. 46-89, Change 1, dated August 21, 1990

Equal Employment Opportunity Compliance Review Guide

Section 1103, Retention and Disposal of IDES Records, of the Procedures Manual

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

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

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

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

# **REASONABLE ACCOMMODATION POLICY**

## 1205 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

### .10 PURPOSE

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

### .20 POLICY STATEMENT OF REASONABLE ACCOMMODATION

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

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

Inquiries regarding this policy or requests for copies of the reasonable accommodation policy or processing procedures must be directed to the Equal Opportunity Officer, Office of Equal Employment Opportunity/Affirmative Action, 115 South La Salle Street, 17th Floor, Chicago, Illinois 60603-2802, Voice 312793-9290 /TTY 888-340-1007 /Fax 312-793-0302. Employees may also find relevant policies and procedures posted on its intranet site. (See subsections .30 through .70).

### .201 Definitions of Terms

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

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

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

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



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

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

**.202 Methods of Reasonable Accommodation**

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

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

**.203 Designation of ADA Liaison**

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

**.30 PROCEDURES FOR PROVIDING REASONABLE ACCOMMODATIONS**

**.301 Accommodating Employees with Disabilities**

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

The original forms EEO-5 and EEO-7 shall be sent to: Equal Opportunity/Equal Employment Opportunity Officer, IDES Office of Equal Employment/Affirmative Action, 115 S. La Salle Street, 17th Floor, Chicago, Illinois 60603-2802.

All requests for reasonable accommodation must be submitted to the EO Officer whether or not they require an expenditure of funds. The EO Officer shall review the request and make every reasonable effort to respond to the employee within 10 working days from the date the request is received by the EO Officer, when possible. The EO Officer may require the submission of medical documentation to support the need for reasonable accommodation. The EO Officer may require an employee to undergo independent medical evaluation at IDES expense. All medical documents shall be maintained in a confidential EEO file.

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

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

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

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

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

**.302 Accommodating Job Applicants with Disabilities**

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

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

**.303 Accommodating Clients with Disabilities**

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

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

**.304 Acquisition of Equipment or Devices**

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

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

Requests for telecommunications equipment are routed through the agency's Telecom Coordinator, who will submit requests to Central Management Services and DoIT.

**Note:** In rare instances (e.g., CMS cannot process the request because of budget or resource issues), telecom purchases may be made through the usual internal SAP process, beginning with entering a shopping cart (obligation request) by EEO.

Once ordered, Procurement, DoIT, or Telecom will notify EEO, by email, once the accommodation items are ordered, and will notify EEO of the anticipated delivery date following creation of the purchase order. EEO will, in turn, notify the requesting employee, by email, of the anticipated delivery date. Upon delivery, the equipment will be bar-coded by Office Services (if it meets the cost threshold as provided in Section 1101 of this Manual).

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

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

**.305 Use of Space Heaters**

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

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

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

This subpart explains what auxiliary aids and services are available to IDES employees, job applicants, and clients with impaired vision or hearing, and how to obtain them.

As stated in the notice, [\*Equal Opportunity is the Law\*](#), auxiliary aids and services are available upon request to individuals with disabilities. Such auxiliary aids include, but are not limited to, sign language interpreters, readers, taped texts, or other effective methods to communicate with persons with impaired vision or hearing enabling them to perform the essential functions of their job, participate in the hiring process, or participate in the Department's programs, services, and activities, including the understanding of eligibility and appeal rights.

**.401 Text Telephone (TTY) or Other Similar Communication**

A TTY or other similar communication is installed in the IDES Central Office to provide statewide service and referral information. TTY's or other similar communication devices are used by individuals with impaired hearing or speech to communicate by telephone. Persons with impaired hearing who have questions or require information

about Department programs should be advised to use the TTY number: 888-340-1007 and /or 866-488-4016.

**.402 Illinois Relay Center**

The Illinois Relay Service, also known as Illinois Relay 711, is a 24 hour per day, seven days per week service which provides a communications link between persons using a text telephone and persons using a standard voice telephone. Specially trained communications assistants relay conversations over a telephone between a person using a TTY or other similar communication and a person using a voice telephone. This is done by communicating simultaneously with both parties. When the person using the voice telephone speaks, the communications assistant types the information to the TT or other similar communication caller. When the TT or other similar communication caller responds, the communications assistant voices the typed information to the person on the standard voice telephone. The Illinois Relay Service may be used by calling the following numbers: TT or other similar communication users dial 800-526-0844 or 711. Telephone users dial 800-526- 0857 or 711. Spanish-to-Spanish users dial 800 501-0864 (TTY) or 711. More detailed instructions and additional telephone numbers are listed in the Illinois Relay Service [website](#).

When the communications assistant answers, the caller provides the telephone number and the type of call the caller wants to make. The communications assistant places the call and, when the person answers, tells the caller to begin the conversation. Inquiries about the Illinois Relay Center should be directed to the EO Officer at 312-793-9290.

**.403 Interpreter's Services for the Hearing Impaired**

When possible, the services of qualified volunteers should be used. If no volunteers are available, cost centers should consult the [Illinois Deaf and Hard of Hearing Commission](#) website to arrange for a qualified interpreter.

If necessary, other sources for sign language interpreters may be used such as those available through the Anixter Center - Chicago Hearing Society, 773-248-9121, and the Chicago Area Interpreter Referral Service, Voice 312895-4300. If necessary, the EO Officer is available to help in procuring interpreter services.

**.404 Interpreter's Fees**

The cost center and the interpreter shall mutually agree upon a fee. The Local Office should attempt to provide the required services at the most economical cost. The level of fees paid to interpreters for the hearing impaired depends upon whether such interpreters are certified by the National Registry of Interpreters for the Deaf and their certificate type.

Cost centers should use petty cash for payment of interpreter's fees if under the petty cash limit as provided in Section 3002 of this Manual. Fees at or over the petty cash limit require the cost center to enter a shopping cart to request services and may notify the EO Officer by submitting Form EEO-3. (See subsection .401.) The cost center manager is responsible for submitting a monthly report to the EO Officer of all expenditures regarding the provision of auxiliary aids or services for persons with disabilities.

**.405 Reporting of Auxiliary Aids or Services Requested and Provided**

Whether or not an auxiliary aid or service to an individual with a disability is approved or denied, the cost center may complete Form [EEO-3, Auxiliary Aids Program Accessibility](#) and submit it to the EO Officer.



**.50 INDIVIDUALS WITH DISABILITIES THAT POSE A DIRECT THREAT TO HEALTH AND SAFETY**

An individual with a disability that poses a direct threat to the health or safety of themselves, or others is not a qualified individual with a disability and, therefore, is not entitled to reasonable accommodation for that disability. The definition of a direct threat is provided in subsection .201. For further information, contact the EO/EEO Officer at 312-793-9290.

**.60 COMPLAINTS**

IDES employees, IDES clients, and members of the general public may file complaints of discrimination, including discrimination based on disability, that relate to IDES programs, activities, or employment with the IDES Office of Equal Employment Opportunity/Affirmative Action under Section 1201 of this Manual, or with an outside Federal or state agency. A list of various outside Federal and state agencies and the time frames within which complaints must be filed with them is provided in subsection 1201.40 of this Manual.

**Note:** It is *not* necessary to file a complaint with the IDES Office of Equal Employment Opportunity/Affirmative Action before filing one with an outside agency.

**.70 ACCESSIBILITY OF DOCUMENTS**

IDES employees will ensure that its documents and/or correspondence, will comply with all Federal and/or State Accessibility laws, to ensure that people have equal and meaningful access to pertinent IDES information. IDES employees will also use “plain language” when possible, when drafting documents and/or correspondence. Lastly, IDES will not post any inaccessible or any document using overly complicated language to its public facing internet site. Documents which are not accessible will be sent back to its creator and required to be revised to pass the minimum accessibility test provided by the accessibility checker.

To be truly accessible it is not enough for a document to look well-presented. It also needs to be able to be understood by a wide audience and needs to work well with screen reading software and/or other ADA related software. There are several principals on creating an accessible and easily understood document. See below for guidelines:

IDES employees will use the following as a guideline when creating and/or drafting documents:

**1. Key Principals for Electronic Publishing:**

- a. Use proper heading structures
- b. Write in short simple sentences
- c. Write in plain language and avoid jargon
- d. Use a common plain font and text size of at least 12 point
- e. Use proper list formatting for numbered or bullet lists
- f. Provide meaningful description of important images
- g. Check accessibility of the document by using Word’s built-in accessibility checker.

**2. Use Proper Headings.** You should use appropriate heading structure meaning using hierarchy of headings to enable screen readers to identify headings.

**3. Write in Plain Language.** It is essential to use clear, simple language to communicate effectively. This means using language that the reader can easily understand it the first time they hear or read it.

**4. Presentation and Layout.** How you present material can have an impact on reading comprehension. is means use a clear font and make sure the size is large enough to read. Usually, Times New Roman font with font size 12 or larger is recommended.

**5. Tables, Lists, Images, and Hyperlinks.** Tables in Word need to have a simple structure and give column header information. To work with a screen reader, Word tables must not contain split or merged cells, completely blank rows or columns, or nested tables. For screen reader users, it is also useful to add a short descriptive caption for each table under Table Properties > Alt Text. For the listing feature to work with screen-reading software, the author must create the list using the built-in list formatting within Word. If a document is likely to be made available electronically, you must also consider adding 'alternative text' to your images via the 'Edit Alt Text' function which can be accessed by right-clicking on any image. Screen readers will subsequently convey the description that you have added as an alternative to the user being able to see it. Adding hyperlinks in Word is very easy through right-clicking on any word or group of words. However, it is important that the hyperlink makes sense as standalone information. It needs to convey clear and accurate information about what it links to. You can check the accessibility of your document in Word by using its built-in checker. The 'Check Accessibility' button is available under the 'Review' menu. This will highlight any accessibility-related problems with your document, describe why you should fix them, and give you guidance on how to do so. If you need to convert a Word document to a PDF, follow the instructions above to format headings, tables and lists with Word styles. Also, convert any embedded Office objects to images and add alternative text to all your images.

**.80 REFERENCES**

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

The Americans with Disabilities Act Amendments Act of 2008

Environmental Barriers Act (410 ILCS 25/1)

Illinois Accessibility Code (71 Ill. Adm. Code 400)

Illinois Information Technology Access Act (P.A. 095-0307)

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

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

The Illinois Human Rights Act (775 ILCS 5/1-101)

Parts 32, 33, and 38 of the regulations of the U.S. Department of Labor (29 CFR Part 32, 33, and 38)

Section 1.5 of the State Lawsuit Immunity Act (745 ILCS 5/1.5)

Part 2500 of the joint rules of the Department of Human Rights and the Human Rights Commission (56 Ill. Adm. Code 2500)

Section 1101, Property Control Procedures - Cost Center Managers, of the Procedures Manual

Section 1200, Equal Employment Opportunity/Affirmative Action Program: Statement of Policy and Complaint Investigation Procedure, of the Procedures Manual

Section 1201, Complaint Investigation Procedures, of the Procedures Manual

Section 1204, Monitoring Nondiscrimination in Delivery of Employment Service/  
Unemployment Insurance Functions, of the Procedures Manual

Section 3002, Petty Cash, of the Procedures Manual

Section 3003, Preparation of the NPS Request for the Obligation of Funds, of the Procedures  
Manual

Section 3010, Procurement of Goods and Services, of the Procedures Manual

Agreement between AFSCME and State of Illinois, Supplemental Agreement

Creating Accessible Documents by AbilityNet (<https://abilitynet.org>).





## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. Completed accommodation request forms should be submitted to the agency's EEO/AA Officer and/or the ADA Liaison at 115 S. LaSalle, 17<sup>th</sup> Floor, Chicago, Illinois 60603. The agency EEO/AA Officer and/or the ADA Liaison can respond to questions about the accommodation process.

Name	Job Title
Cost Center Number & Work Address:	Home Address:
Work Phone:	Home Phone:
Disability/Impairment:	
Major Life Activity Limitations:	

Type of accommodation requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Purchase or modification of equipment                   | <input type="checkbox"/> Job restructuring or task modification           |
| <input type="checkbox"/> Reader, sign language interpreter or personal assistant | <input type="checkbox"/> Structural modification to worksite or facility  |
| <input type="checkbox"/> Modification of work schedule or leave policy           | <input type="checkbox"/> Reassignment to vacant position as qualified for |
| <input type="checkbox"/> Modification of examinations or training materials      | <input type="checkbox"/> Other  |

Describe the specific accommodations requested:

Describe the specific function(s) of your job that you are unable to perform without a reasonable accommodation:

Why is the accommodation necessary to perform your job functions:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal EEO Use Only**

EO Officer's / Designee's Recommendation:

EO Officer's / Designee's Signature: \_\_\_\_\_.

Date: \_\_\_\_\_



## PHYSICIAN'S MEDICAL REVIEW FOR REASONABLE ACCOMMODATION REQUEST

### A. Disability Evaluation for \_\_\_\_\_

(Name)

*I authorize and permit the release of information about me and my medical/health care condition(s) and history, and of my medical/health care records, to the extent necessary to fully and accurately respond to the inquiries contained on this Form EEO-7.*

1. Diagnosis (if employee has multiple impairments, please submit a completed form for each)

Does the employee have a physical or mental impairment? Yes ☐ No ☐

What is the impairment?

Is the impairment permanent? Yes ☐ No ☐

If *not* permanent, how long will the impairment likely last?

Does the impairment affect a major life activity? Yes ☐ No ☐

If yes, what major life activity(s) is/are affected?

- |  |                                    |                                   |  |
|--|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Caring for self         | <input type="checkbox"/> Walking   | <input type="checkbox"/> Hearing  | <input type="checkbox"/> Lifting       |
| <input type="checkbox"/> Interacting with others | <input type="checkbox"/> Standing  | <input type="checkbox"/> Seeing   | <input type="checkbox"/> Sleeping      |
| <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Reaching  | <input type="checkbox"/> Speaking | <input type="checkbox"/> Concentrating |
| <input type="checkbox"/> Breathing               | <input type="checkbox"/> Thinking  | <input type="checkbox"/> Learning | <input type="checkbox"/> Reproduction  |
| <input type="checkbox"/> Working                 | <input type="checkbox"/> Toileting | <input type="checkbox"/> Sitting  |  |
| <input type="checkbox"/> Other: (describe) _____ |                                    |                                   |  |

### B. Accommodation Evaluation

What job function(s) is the employee unable to perform due to his/her disability without accommodation(s)?  
(Please refer to job description attached to this form)

### C. Prognosis.

Please provide any suggestions regarding accommodation of the employee's impairment that will enable the employee to perform his/her job functions?

What specific accommodations do you recommend?

### D. Additional Comments.

Attending Physician's Signature

Date

X

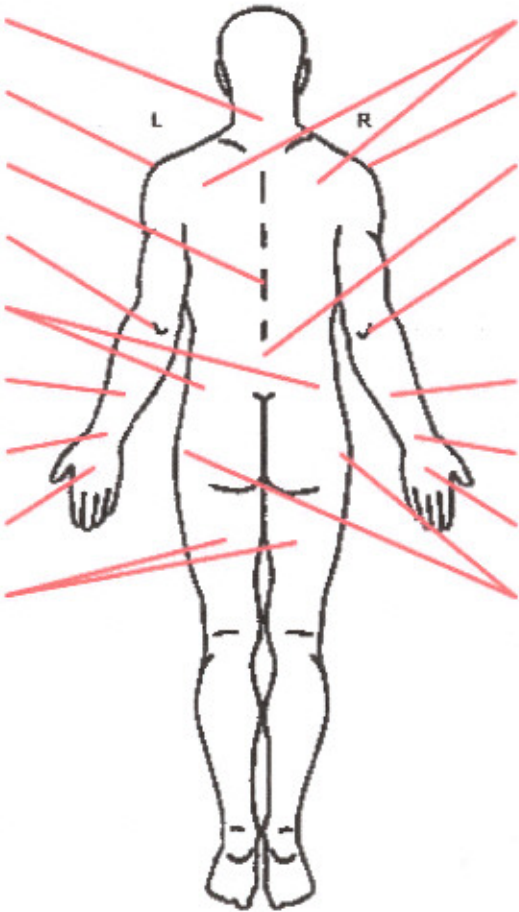
Attending Physician's Name  
(Print)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Injuries or areas of concern?

<input type="checkbox"/> Cervical		<input type="checkbox"/> Shoulders
<input type="checkbox"/> Left Rotator Cuff	<input type="checkbox"/> Right Rotator Cuff	
<input type="checkbox"/> Thoracic	<input type="checkbox"/> Lumbar	
<input type="checkbox"/> Left Elbow	<input type="checkbox"/> Right Elbow	
<input type="checkbox"/> Pelvic Area	<input type="checkbox"/> Right Forearm	
<input type="checkbox"/> Left Forearm	<input type="checkbox"/> Right Wrist (Tendinitis)	
<input type="checkbox"/> Left Wrist (Tendinitis)	<input type="checkbox"/> Right Hand (Carpal Tunnel)	
<input type="checkbox"/> Left Hand (Carpal Tunnel)	<input type="checkbox"/> Hip Joint	
<input type="checkbox"/> Lower Limbs		

Complete and return with Physician's Medical  
Review (EEO-7)

**SERVING CLIENTS  
WITH LIMITED  
ENGLISH PROFICIENCY  
(LEP)**

## **1206 SERVING CLIENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

### **.10 BACKGROUND**

Clients with Limited English Proficiency (LEP) must be provided meaningful access to IDES (or "Department") programs and services. An LEP client is a person whose primary language is a language other than English and who requires interpretation and/or translation services to meaningfully and effectively participate in IDES services, benefits, and programs.

Under no circumstances shall services to an LEP client be denied or unnecessarily delayed because of the client's Limited English Proficiency. Where possible, an LEP client should be served by a language option employee who speaks the client's language. When no on-site interpreter is available, the telephone-accessed language interpreter service vendor under contract with CMS and/or IDES should be used. (See subsection .204 for instructions on how to access and use the interpreter service.) Any refusal of IDES interpreter services by an LEP client should be noted in their file and reported, as soon as practicable, to the Equal Employment Officer.

In order to maintain compliance with Federal and State regulations, laws and administrative rules ensuring language access, IDES has designated a Language Access Coordinator. The Language Access Coordinator can be reached at:

Language Access Coordinator  
Attention Equal Opportunity Office  
115 S. LaSalle Street, 17th Floor  
Chicago, Illinois 60603  
Office: 312-793-9290  
Facsimile: 312-793-0302

Please contact the Language Access Coordinator for assistance regarding translations, interpreter services and any other bilingual or language access needs.

### **.11 POLICY STATEMENT**

It is the policy of IDES that staff shall take reasonable steps to provide Limited English Proficient (LEP) persons with meaningful access to all programs or activities conducted both by the Department and by entities receiving funding from the Department.

This policy is based on the principle that it is the responsibility of the Department and not the LEP person to take reasonable steps to ensure that communications between the Department and the LEP person are not impaired as a result of the Limited English Proficiency of the individual.

Department staff shall take reasonable steps to effectively inform the public of the availability of language accessible programs and activities, including hanging signs and posters in the Local Offices, consistent with Federal and State laws, rules, and statutes.

### **.12 PURPOSE AND AUTHORITY**

The purpose of this policy is to make reasonable efforts to eliminate or reduce Limited English Proficiency as a barrier to accessing IDES benefits, programs, or activities. This Plan establishes guidelines in accordance with U.S. Department of Labor (USDOL) nondiscrimination regulations, Federal and State Nondiscrimination laws, statutes, administrative rules and internal IDES policies and procedures.

### **.13 DEFINITIONS**

Effective Communication – Communication sufficient to provide the LEP individual with substantially the same level of access to services received by individuals who are not LEP. For example, staff must take reasonable steps to ensure communication with an LEP individual is as effective as communication with others when providing similar programs and services.

Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Language Assistance Services – Oral and written language services needed to assist LEP individuals to communicate effectively with staff, and to provide LEP individuals with meaningful access to, and an equal opportunity to participate fully in, the services, activities, or other programs administered by IDES.

Limited English Proficient (LEP) Individuals – Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing).

Meaningful Access – Language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual.

Multilingual staff or employee – A staff person or employee who has demonstrated proficiency in English and reading, writing, speaking, or understanding at least one other language. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed or inferior as compared to programs or activities provided to English proficient individuals.

Primary Language – An individual's primary language is the language in which an individual most effectively communicates.

Program or Activity – The term “program or activity” and the term “program” mean all of the operations of the Department, including but not limited to, Unemployment Insurance benefits, workshops, employment services, outreach, and all other benefits, programs and services.

Qualified Translator or Interpreter – An in-house or contracted translator or interpreter who have demonstrated their competence to interpret or translate.

Sight Translation – Oral rendering of written text into spoken language by an interpreter without change in meaning based on a visual review of the original text or document.

Translation – The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

Vital Document – Paper or electronic written material that contains information that is critical for accessing IDES' programs or activities or is required by law.

#### **.14 SCOPE OF POLICY / STAFF COMPLIANCE**

IDES staff should take reasonable steps to provide language assistance services to LEP individuals when they encounter or have reason to believe that they may encounter LEP individuals in the course of fulfilling IDES' mission. Subject to guidelines set forth herein, staff should take reasonable steps to provide language assistance services upon request by an



LEP person who wishes to access Department programs or activities or to whom Department staff wishes to communicate.

This directive is intended only to improve the internal management of the Department's language access program, and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the State of Illinois, its agencies, its officers or employees, or any person. Because this document is intended for the internal management of the Department's language access program, it is not intended to be cited in any judicial or administrative proceeding. Administration of the programs discussed herein is within the sole discretion of the Department.

**.15 OPERATIONAL GUIDELINES IN THE PROVISION OF LANGUAGE ASSISTANCE SERVICES**

**.151 Quality Control**

Ensuring the quality and accuracy of language assistance services provided by the Department is critical to providing LEP individuals with meaningful access to Department programs and activities. IDES should take reasonable steps to ensure that all staff or contracted personnel who serve as translators, interpreters or who communicate "in-language" with LEP persons are competent to do so. Considerations of competency in light of particular tasks may include:

- Demonstrated proficiency in and ability to communicate information accurately in both English and the other language;
- Knowledge in both languages of any specialized terms or concepts particular to the program or activity and of any particularized vocabulary used by the LEP person;
- Understanding and following confidentiality, impartiality, and ethical rules to the same extent as Department staff;
- Understanding and adhering to their role as interpreters, translators, or multilingual staff.

**.152 Translation of Department Documents**

- **Translating Vital Documents**

The Department prioritizes translation of vital documents when possible. Classification of a document as "vital" depends upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

- **Translating the Department's Web Content**

IDES takes reasonable steps to translate public website content and electronic documents that contain vital information about agency programs and services.

**.153 Identifying LEP Individuals**

IDES staff should, at the point of first contact with an LEP individual, make reasonable efforts to conduct or arrange for an initial assessment of the need for language assistance services, and IDES staff should make reasonable efforts to obtain such services if they are needed to effectively communicate with the individual. IDES staff can determine whether a person needs language assistance in several ways:

- Self-identification by the non-English speaker, LEP individual or companion;

- Inquiring as to the primary language of the individual if they have self-identified as needing language assistance services;
- Asking a multilingual staff or qualified interpreter to verify an individual's primary language;
- Using an "I Speak" language identification card or poster

**.154 Staff Training**

IDES staff needs to know how and when to access language assistance services. For policies and procedures to be effective, IDES staff should take reasonable efforts to ensure that new and existing staff members periodically receive training on: the content of the language access policy; identifying language access needs; and, providing language assistance services to LEP individuals, when practicable.

Each IDES division should take reasonable steps to ensure that relevant staff members receive training on the Department's language access policies, Plan, and procedures, when practicable. Training may include, but is not limited to:

- Identifying the language needs of an LEP individual;
- Working with an interpreter in person or on the telephone;
- Requesting documents for translation;
- Accessing and providing language assistance services through multilingual employees, in-house interpreters and translators, or contracted personnel;
- Duties of professional responsibility with respect to LEP individuals; Interpreter ethics; and
- Tracking the use of language assistance services.

**.20 PROCEDURES FOR OBTAINING INTERPRETERS**

**.201 Posting Notices**

Notices in Spanish and, where possible, any other language commonly used by LEP clients of a Local Office announcing the availability of free interpretation services should be conspicuously posted at the entrance to the Local Office. A language identification sign instructing an LEP client to point to their language should be conspicuously posted in the intake area.

**.202 Identifying LEP Clients**

Where possible, language option employees (i.e., bilingual employees) should serve as intake staff or as resource persons (See Section 5001 of this Manual). The intake staff representative identifies LEP clients and determines the language in which the LEP client needs service. If that language is not readily apparent, it should be determined through use of either the language identification sign or language identification flash cards. If the language cannot be determined through use of the sign or flash cards, it should be determined through use of the language interpreter service.

**.203 Selecting an Interpreter Service**

IDES is responsible for providing official interpreters as needed by the Department's clients. IDES language option staff or interpreter services must be used as the primary means to interpret for the client. However, an LEP client may provide an interpreter of their choosing at their expense but only as a supplement and not in lieu of the interpreter services provided by IDES. Interpreter services are always available for use by the Local Office representative. The Local Office representative must not rely only on an interpreter provided by the LEP client. IDES reserves the right to require that client-supplied interpreters are certified or are otherwise qualified to provide interpreter services.

A Local Office may also use certified or otherwise qualified volunteer interpreters as a supplement, and not in lieu of, to the Local Office interpreter and interpreter services. When possible, volunteer interpreters should be provided with the same interpreter training as language option employees.

**.204 Using Telephone-Accessed Interpreter Services**  
**IDES staff shall:**

1. Determine the preferred language.
2. If the client contact is in person, take the client to a suitable location for a conference call by speaker telephone. If the client contact is by telephone, asks the caller to please stay on the line and places the caller on hold. If three-way calling is available at the staff representative's workstation, obtains a second dial tone and adds the non-English speaking person to the line. If not, tells the client that he will be contacted (using the interpreter's conference capability) within the next few minutes.
3. Secure the services of an interpreter by following the instructions on the vendor's [instruction card](#).
4. When the interpreter comes on the line and, in the presence of the client, briefly explain the purpose of the interview.

**.205 IBIS Entry**

IDES staff must enter the LEP claimant's preferred language on the Personal Information screen using the LEP dropdown menu. If the preferred language is not in the list, select Other from the dropdown menu and then manually insert the preferred language in the Other field.

**.30 DOCUMENT TRANSLATION SERVICES**

Documents received in other languages from IDES clients can be translated by State designated vendors. Contact the Equal Employment Office, 312-793-9290 for assistance and/or Procurement Division, 312-793-2209, for current vendors. A vendor will be selected who can translate the document.

**.40 REFERENCES**

Executive Order 13166 dated 8/11/2000, U. S. Department of Justice

Part 31 of the regulations of the U.S. Department of Labor (29 CFR Part 31)

Part 38 of the regulations (Civil Rights Act of 1964) of the U.S. Department of Labor (29 CFR Part 38) (42 USC 2000)

Title VI, Prohibition against National Origin Discrimination as it Affects Persons with Limited English Proficiency, Federal Register: January 12, 2004, Volume 69, Number 7, Pages 1763-1768

[United States Department of Justice Language Access Plan](#)

Section 1113, IDES Telecommunications Equipment/Services, of the Procedures Manual

Section 5001, IBIS Claims Taking Process, of the Procedures Manual

Section 5022, Telephone Adjudication, of the Procedures Manual

**REASONABLY  
ACCOMMODATING  
RELIGIOUS PRACTICES OF  
IDES EMPLOYEES  
& PROSPECTIVE  
EMPLOYEES**

## 1207 REASONABLY ACCOMMODATING RELIGIOUS PRACTICES OF IDES EMPLOYEES AND PROSPECTIVE EMPLOYEES

### .10 POLICY STATEMENT

In accordance with Section 1200 of this Manual, it is Department policy to fully comply with all State and Federal legal authority pertaining to reasonable accommodation of the religious observations, practices, and beliefs (collectively “religious practices”) of IDES employees and prospective employees in connection with IDES employment. This policy applies to all aspects of IDES employment, including, without limitation, hiring, promotion, and terms and conditions of employment. Refusal of reasonable accommodation under this Section may be a form of unlawful discrimination (see Section 1200 of this Manual).

Employees who wish to initiate a request for religious accommodation must complete a [Request for Religious Accommodation Form](#).

IDES may deny a religious accommodation under this Section if it would not be reasonable. A religious accommodation would not be reasonable if: (1) the accommodation would impose **undue hardship**; or (2) the practice to be accommodated is **not religious**.

- *Undue Hardship. Significant difficulty, disruption, or expense with respect to IDES or other State of Illinois operations.* The factors IDES will consider when determining undue hardship include, without limitation: (i) whether a deferral of work hours would be inconsistent with the Department’s operational needs (see subsection .30 below); (ii) whether a religious practice would impose significant difficulty, disruption, or expense (see subsection .40 below); and (iii) whether a religious practice would imply the establishment of religion by the State (see subsection .50 below).
- *Non-Religious Practice.* Questions, if any, about whether a practice to be accommodated is religious will be resolved in accordance with pertaining legal authority. (See Section 1200 of the Manual).

### .20 BACKGROUND

Under State law, Section 2-101(F) of the Illinois Human Rights Act (IHRA) defines religion with respect to employment as:

“[A]ll aspects of religious observance and practice, as well as belief, unless an employer demonstrates that he is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship on the conduct of the employer's business.” (775 ILCS 5/2-101(F))

Section 2-102(E) of the IHRA requires public employers, such as IDES, to allow employees to defer their work hours, when consistent with operational needs, to times outside their regular work schedules to practice their religious beliefs during times within their regular work schedules. (See Section 2005.222 of this Manual.)

Under Federal law, Section 701(j) of Title VII of the Civil Rights Act of 1964 (Title VII) provides a definition of religion with respect to employment similar to that of IHRA Section 2-101(F). In addition, the Equal Employment Opportunity Commission (EEOC) issued regulations under Section 701(j) that set accommodation guidelines similar to those of IHRA Section 2-101(F):

“Section 701(j) makes it an unlawful employment practice under [Title VII] for an employer to fail to reasonably accommodate the religious practices of an employee or prospective employee, unless the employer demonstrates that accommodation would result in undue hardship on the conduct of its business.” (29 CFR 1605.2(b)(1))

EEOC guidelines also address the definition of religious practice or belief:

“In most cases whether or not a practice or belief is religious is not at issue. However, in those cases in which the issue does exist, the [EEOC] will define religious practices to include moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views.” (29 CFR 1605.1)

**.30 DEFERRAL OF WORK HOURS TO PRACTICE RELIGIOUS BELIEFS**

The Department addresses the requirement under Section 2-102(E) of the IHRA to defer an employee’s work hours, when consistent with operational needs, in order to practice their religious beliefs in subsection 2005.222 of this Manual.

**.40 RELIGIOUS PRACTICES THAT IMPOSE SIGNIFICANT DIFFICULTY, DISRUPTION, OR EXPENSE**

The Department will determine that accommodating a religious practice in connection with IDES employment would be unreasonable if the religious practice would impose significant difficulty, disruption, or expense on IDES or other State of Illinois operations. This may be shown by factors including, without limitation:

- The nature of an accommodation considering the programs, services, and activities it would affect and the need to provide them effectively, efficiently, and without disruption, including whether it would cause health, safety, or security hazards or concerns;
- Disrupting the ability of other employees to perform their job duties, including employee productivity and morale; and,
- The cost of an accommodation considering funding available in connection with the accommodation.

Complaints about a particular religious practice are not required, but may be considered, when determining the reasonableness of an accommodation under this Section. Any questions about whether a particular religious practice would conform with this subsection should be directed to the IDES EEO Officer.

**.401 Religious Dress and Grooming**

The Department will accommodate employees’ religious dress and grooming practices unless accommodation would disrupt IDES operations. For purposes of this subsection, disruption of IDES operations does not simply mean employee disgruntlement. There must be operational factors such as a disruption of employee productivity or an implied establishment of religion. (See subsection .50.)

Examples of religious dress and grooming practices that the Department may accommodate include, but are not limited to: (i) wearing religious clothing or articles (e.g., a Christian cross, a Muslim hijab (headscarf), a Sikh turban, a Sikh kirpan (symbolic miniature sword)); (ii) observing a religious prohibition against wearing certain garments (e.g., a Muslim, Pentecostal Christian, or Orthodox Jewish woman’s

practice of wearing modest clothing, and of not wearing pants or short skirts); and (iii) adhering to shaving or hair length observances (e.g., Sikh uncut hair and beard, Rastafarian dreadlocks, or Jewish peyes (sidelocks)). Accommodation of religious dress and grooming practices does not give employees a right to accommodation of secular dress and grooming practices.

**.50 RELIGIOUS PRACTICES THAT IMPLY THE ESTABLISHMENT OF RELIGION**

The First Amendment of the U.S. Constitution prohibits a state agency from allowing employees to engage in religious practices that could imply the establishment of religion by the state to agency customers or the general public. These restricted practices may involve the personal display of religious symbols or other forms of personal religious expression.

Complaints about a particular religious practice from IDES customers or the general public will be given serious consideration. Any questions about whether a particular religious practice would conform with this subsection .50 should be directed to the IDES EEO Officer.

**.501 Christmas Displays**

The Department may accommodate an employee's display in their personal work area of secular Christmas symbols (e.g., a Christmas tree, or images or figures of Santa Claus, a Santa Claus house, reindeer pulling Santa's sleigh, Christmas carolers, etc.) when reasonable under subsection .40, even if the display is visible to IDES customers or the general public. Any questions about a particular Christmas display should be directed to the IDES EO Officer.

**.60 COMPLAINTS**

IDES employees and prospective employees may file complaints of discrimination, including discrimination based on the failure to reasonably accommodate a religious practice, with the IDES EEO/AA Office under Section 1201 of this Manual, or with an outside Federal or state agency. A list of various outside Federal and state agencies and the time frames within which complaints must be filed with them is provided in subsection 1201.40 of this Manual.

It is not necessary to file a complaint with the IDES EEO/AA before filing one with an outside agency. Please see Subsection 1201 of this Manual for further guidance on how and where to file a complaint of discrimination, including, but not limited to, a complaint based on discrimination for failure to reasonably accommodate a religious practice.

**.70 REFERENCES**

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

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

The Illinois Human Rights Act (775 ILCS 5/1-101)

Part 1605 of the regulations of the U.S. Equal Opportunity Commission (29 CFR Part 1605)

U.S. Department of Labor Nondiscrimination Regulations (29 CFR 38)

Religious Garb and Grooming in the Workplace: Rights and Responsibilities, *U.S. Equal Opportunity Commission* (03/06/2014)



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

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

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

Section 2005, Time and Leave, of the Procedures Manual



**State of Illinois**  
**Department of Employment Security**  
**RELIGIOUS ACCOMMODATION REQUEST FORM**

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*Section 1207 of the IDES Policies/Procedures Manual (Reasonably Accommodating Religious Practices of IDES Employees and Prospective Employees) states in subsection .10, "...it is Department policy to fully comply with all state and federal legal authority pertaining to reasonable accommodation of the religious observations, practices, and beliefs (collectively "religious practices") of IDES employees and prospective employees in connection with IDES employment. This policy applies to all aspects of IDES employment, including, without limitation, hiring, promotion, and terms and conditions of employment. Refusal of reasonable accommodation under this Section may be a form of unlawful discrimination (see Section 1200 of this Manual)."*

**Request Date:** \_\_\_\_\_

<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Office/Work Location:</b>		
<b>Cost Center Name/Number:</b>		
<b>Office/Work Phone:</b>	<b>E-mail:</b>	
<b>Position Title:</b>		
<b>Supervisor's Name:</b>	<b>Supervisor's Phone Number:</b>	

**NATURE OF RELIGIOUS ACCOMMODATION REQUEST:**

1. Please specify the religious belief, practice, or observation obligation that is the basis for your request for accommodation:

- 2. Describe the work requirement that conflicts with the religious belief, practice, or observance obligation described above and explain the nature of the conflict:**

- 3. Please describe the specific accommodation you are requesting:**

- 3A. If you are a current IDES employee and are requesting a work schedule change as a form of religious accommodation, confirm that you have read Section 2005 (Time and Leave) of the Policies/Procedures Manual, subsection .222, entitled, "Deferred Work Time to Practice Religious Beliefs.**

- 4. Please explain (in detail) how the requested accommodation(s) will enable you to meet your religious obligations without impacting your ability to meet the required/essential functions of your job:**

**5. Length of time for requested accommodation:**

**6. If the requested accommodation is denied, what are some alternative accommodations:**

**7. Please submit any additional information you would like to share regarding your request. If you have previously requested religious accommodation, please state approximately when the request was made, the name of the individual who responded to the request, as well as what the specific response was:**

☐

I have enclosed supporting documents with this request.

I certify that the information provided above is true and accurate.

---

**Signature of Requestor**

**Date**

---

**Return the completed form via mail, e-mail, or fax to the following:**

Office of EEO/AA  
115 S. LaSalle Street  
17th Floor  
Chicago, Illinois 60603  
Phone: (312) 793-9290  
Fax: (312) 793-0302  
Email: [Anna.DAscenzo@illinois.gov](mailto:Anna.DAscenzo@illinois.gov)

## **SECTION V**

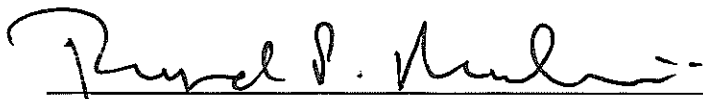
## ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY REASONABLE ACCOMMODATION POLICY

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

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

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

Illinois Department of Employment Security  
Office of Equal Employment Opportunity/Affirmative Action  
115 S. LaSalle Street, 17th Floor  
Chicago, Illinois 60603  
Voice 312/793-9290  
TDD/NEXTALK 888/340-1007  
Fax 312/793-0302



Raymond P. Marchiori  
Director/ Chief Executive Officer

8/26/2025

Date

## **AFFIRMATIVE ACTION PROGRAMS for PERSONS with DISABILITIES**

- I. For reporting period ending June 30, 2025, the number of disabled persons in the IDES workforce totaled 244 (Intermittents excluded). This represents 21.6 percent of the 1,130 employees who are employed by IDES.

### **II. APPLICATION PROCESS PROCEDURES:**

#### **A. Review of Employment Criteria:**

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

#### **B. Pre-employment Inquiries**

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

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

### **III. REASONABLE ACCOMMODATION:**

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

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

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

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

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

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

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

#### IV. PHYSICAL ACCESSIBILITY FOR EMPLOYMENT

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

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



# Labor Force Analysis for People with Disabilities

Agency: Illinois Department of Employment Security

Fiscal Year: 2026

Total Employees: 1,130

Percent of People with  
Disabilities in Illinois Labor  
Force: 6.69%

Labor Force Number: 75

Number of Employees with  
Disabilities in Agency: 244

Underutilization or Parity: P

# **EMERGENCY EVACUATION PROCEDURES**

## **1104 OFFICE EMERGENCY RESPONSE PROCEDURES**

### **.10 BACKGROUND**

This section describes procedures to be followed in response to various emergency situations caused by internal or external emergency events.

### **.20 EMERGENCY HANDBOOK**

The [IDES Emergency Handbook](#) contains the details of IDES managed office evacuation plans and appropriate responses to various types of emergencies including: electrical power failure; natural disasters; telephone or terrorist threat; other bomb threats; receipt of suspicious or unusual objects; injury or illness at work; adverse weather conditions; and, active shooter preparedness.

#### **.201 Telephone Threats (Note: This subsection was added on 2/8/22.)**

Because of the seriousness of telephone threats made against any IDES employee, the following is taken verbatim from the Emergency Handbook:

##### **Threats Received by Telephone, Voicemail or Google Voice**

Communicated threats can take different forms and should be handled by employees as follows:

**Direct threats**, such as, “I will hurt you,” or, “I will go to an office and hurt people”:

1. Immediately contact local law enforcement. When speaking with local law enforcement, specifically convey the issues of concern, including any emergency factors, and complete a police report as directed. Additionally, provide the law enforcement official with your contact information for follow-up communication.
2. Immediately notify a supervisor and convey as much information as possible about the call, such as the time of the call, the nature of the threat and verbatim statements made by the client (be as detailed and specific as possible).
3. The supervisor will remain with the employee who received the threat and should immediately notify their direct manager by phone and email. If a threat is made regarding a specific location (“I’m going over to the xxx office and start shooting,”), the supervisor/manager of the employee who received the call will immediately contact the manager of the affected office and their Regional Manager by phone and email. If the caller does not identify a specific location, (“I’m going to IDES and...”), the supervisor/manager will use IBIS to locate the closest office to the caller’s listed home address and immediately notify the manager of that office by phone/email, as well as the Regional Manager.
4. The employee who received the call/threat must complete an incident report immediately and add a comment in IBIS (if they have authorized access). This message should start with ‘SAFETY ALERT’ in capital letters so it is easily identifiable to all staff and should include brief comments regarding the reason for the alert. The employee should also remain available to speak with an investigator.

***Veiled threats*** such as, “This is why people shoot places up, it could happen here,” or ***conditional threats*** such as, “If you don’t give me what I want, I will hurt someone”:

1. Immediately notify a supervisor and convey as much information as possible, including the time of the call, the nature of the threat and verbatim, detailed and specific statements made by the caller.
2. Contact local law enforcement if you have a concern, and specifically convey the issues of concern, including any emergency factors. Additionally, provide the law enforcement official with your contact information for follow-up communication.
3. The supervisor/manager should notify local office security and the appropriate Regional Manager and should add a comment in IBIS if appropriate. This message should start with ‘SAFETY ALERT’ in capital letters so it is easily identifiable to all staff and should include brief comments regarding the reason for the alert.
4. The employee should complete an incident report as soon as possible and remain available to speak with an investigator.

The Emergency Handbook should be reviewed and updated annually by the GSD manager. The review and updates should be completed before the annual staff review and acknowledgment period. Employees should read the Emergency Handbook carefully so they will be able to act prudently in any actual emergency. Staff should review the Handbook annually during September and forward acknowledgment to HRM by October 1<sup>st</sup>.

## **.202 Evacuation Plans**

### **Field Office**

Management from each field office completes a site-specific evacuation plan and send an electronic copy to the regional office and the General Services Division (GSD) annually for their records. Employees should know what to do if the worksite needs to be evacuated. This knowledge can save lives. All IDES employees are required to:

- Study the worksite emergency evacuation plan now, before an emergency happens. Know it well enough to accomplish an evacuation in the dark.
- Participate in all emergency evacuation exercises and drills.
- Formally report to the worksite manager any abnormalities, breakdowns, or malfunctions of the worksite’s life-safety systems (e.g., missing or empty fire extinguishers, burned out light bulbs, broken emergency “Exit” signs).
- Comply with the procedures of the emergency evacuation plan to quickly, calmly, and safely evacuate the worksite during an emergency event.
- Contact the supervisor with any questions regarding the worksite emergency evacuation plan.

### **Central Office**

The evacuation procedures for the central office in Chicago located at 115 South LaSalle Street can be found in the [Emergency Action Plan \(EAP\)](#).

## **.30 FIELD OFFICE FACILITY CONTINGENCY PLANNING AND IMPLEMENTATION**

The following procedures for field office facilities are used in the event an emergency requires the closing of an IDES facility, in addition to guidance, where applicable, from the Emergency Handbook.

All field offices are required to develop and maintain a facility contingency plan that includes emergency evacuation plans and contact information.

### **Local or Regional Office Manager**

- Maintains and updates, as needed, a facility contingency plan including names and contact numbers for all local authorities, utilities, and other emergency contacts.
- In the event of an emergency, the IDES Chief Operating Officer, (GSD Manager or highest-ranking GSD staff member as delegate) will determine whether to suspend in-person appointments and when to reestablish in-person appointments in consultation with the Local Office Manager, Regional Manager, GSD Manager and Central Management Services.
  - If possible, the Local Office Manager or Regional Manager should obtain information from an authority of fire safety (firefighter) or safety (police officer) that staff can return to the office and document the individual's badge number or other identifying information.
- With the advice and concurrence of the regional manager, identifies alternate sites where workload can be processed and in-person services provided.
- Notifies local office staff and any service partners who may be co-housed in the facility.
- Posts notices in prominent locations advising visitors and clients of the closings' duration, if known, and directions to the closest functioning office if applicable.

### **Regional Manager**

- Regularly reviews all facility contingency plans for the region. While circumstances may be unique to various situations and locations, all plans should provide for the safety of employees and clients, as well as, when prudent, equipment and records.
- Notifies the managers of Field Operations and General Services of the decision to suspend in-office activity.

### **Manager of Field Operations**

- Notifies the Deputy Director of Service Delivery of any suspension of in-office activity.

**Deputy Director, Service Delivery**

- If the local office manager and the Manager of Field Operations determine that it is necessary to redirect clients because of the length of suspension of in-office activity, submits to IDES-DoIT and the Public Information Officer (PIO) a request for mail notification of current claimants and requests assistance from the PIO in issuing public service announcements through the news media.

**Note:** The request to the PIO may also include updating the IDES website.

**.40 EMERGENCY NOTIFICATION**

The Emergency Notification Plan (see Exhibit A) establishes the process to notify IDES staff of incidents or emergency situations involving an immediate threat to employee's health, safety, or normal business operations. The plan applies to all IDES departments/divisions.

IDES may suspend in-office activity and may only close an office under specific guidance from CMS. In the event IDES needs to suspend in-office activities for staff reporting to work, staff may be temporarily assigned to an alternative facility within a reasonable distance, work from home, or on call categories.

If windows or door board-ups are needed, General Services will contact Central Management Services (CMS), Bureau of Property Management, which is responsible for this function.

If an emergency occurs or notification is received from CMS or local law enforcement to vacate the premises, this notification plan will immediately go into effect.

The process of issuing an employee notification begins with an IDES team member confirming the emergency or critical event. Once confirmed, the employee notification process will take place to coordinate a response plan.

**.50 DISPOSITION OF AFFECTED PERSONNEL**

State personnel policies provide that if an office is closed for an emergency shutdown and the employees cannot be redirected to an alternative facility within a reasonable distance to continue their work, the shutdown causes a no-work status for the employees, if remote work is not authorized. However, employees may be allowed to use accumulated leave, except sick leave. Whenever possible, staff should be afforded the option of working in another location. When weighing options, skeleton staffing should be considered with specific directives regarding skeleton staff duties.

**.60 CONTINUITY OF OPERATIONS PLAN (COOP)**

The procedures described in the agency's Continuity of Operations Plan (COOP) are intended for longer-term and more impactful emergencies involving many offices and including events affecting IDES operations statewide. The determination to activate the COOP is made by the Director or designee if the Director is not immediately available.

The COOP also describes the on-going steps that must be taken in advance of an incident so that the agency is fully prepared to respond to emergency situations that would justify COOP activation. For more information, contact the agency's Continuity of Operations Coordinator or the Chief Operating Officer.

**.70 REFERENCES**

Managers should be familiar with and review annually the following emergency reference resources. When an emergency occurs, managers can use the information from these materials to determine the best course of action depending on the facility, the emergency event, and the event's severity.

Section 1013, Reporting Accidents/Injuries Involving Visitors of the Procedures Manual. This section describes procedures for reporting accidents/injuries involving visitors to IDES facilities.

Section 1105, Security of IDES Central Office and Springfield Buildings of the Procedures Manual. This section contains security arrangements for the Central Office and the facility on Adams Street in Springfield.

Section 4007, Disaster Recovery Plan of the Procedures Manual. The Plan is published annually by IDES-DoIT and provides for the continuation of essential services in the event of a disaster.

[IDES Emergency Handbook](#)

[IDES Workplace Violence Prevention Plan](#) Provides instructions for preventing and addressing violence at IDES facilities.

[Emergency Action Plan \(EAP\)](#)

Edit Log		
Date	Description of Change(s)	Author
7/18/24	Section .201 under "Veiled Threats" at the "Important Note", Changed the last sentence to read "Staff should review the Handbook annually during September and forward acknowledgment to HRM by October 1 <sup>st</sup> ." Changed was requested by the Training Unit.	L. Roupas
8/28/24	Updated the Workplace Violence Prevention Plan in the Emergency Handbook and References.	L. Roupas
5/20/25	.20 Updated the Emergency Handbook and the link should go to the updated version. Included Adverse Weather conditions in the list.  .202 updated the evacuation	L. Roupas

	<p>plans for the local office and central office now located at 115 S. LaSalle Street.</p> <p>.30 Updated the protocol for local or regional managers.</p> <p>.40 Deleted first sentence in the second paragraph because of remote work schedules.</p>	
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**Exhibit A**

**IDES EMERGENCY NOTIFICATION PLAN**

**PURPOSE:**

The Emergency Notification Plan establishes the process to notify IDES staff of incidents or emergency situations involving an immediate threat to employee's health, safety, or normal business operations. The plan applies to all IDES Departments/Divisions. Should the emergency warrant the activation of the IDES Continuity of Operations Plan (COOP), refer to the COOP for guidance and procedures to continue operations.

Under ordinary circumstances, IDES requires all staff to physically report to a worksite and offices remain open to the public. To officially close an office, IDES must follow specific CMS procedures. In the event IDES needs to suspend in-office activities for staff reporting to work, we may temporarily reassign staff to the Work from Home or On Call category.

If an emergency occurs or notification is received from CMS or local Law Enforcement to vacate the premises, this notification plan will immediately go into effect.

The process of issuing an employee notification begins with an IDES team member confirming the emergency or critical event. Once confirmed, the employee notification process will take place to coordinate a response plan, starting with below.

**FIELD OFFICE EMERGENCY NOTIFICATION PROCESS:**

- Local Office Manager or Field Supervisor notifies Regional Manager
- Regional Manager notifies Field Operations Manager
- Field Operations Manager notifies the following individuals via form to advise of the situation:
  - Chief Operating Officer
  - Deputy Director – Service Delivery
  - Deputy Director – Business Services
  - Public Information Officer
  - Labor Relations
  - Human Resources Manager
  - General Services Division
  - Chief Legal Counsel
  - Chief Information Officer
  - Legislative Liaison
- Chief Operating Officer notifies Director, Chief of Staff and Central Management Services when appropriate.
- Director's Assistant will set up a WebEx meeting with the emergency team identified below to assess the situation and determine the appropriate notification message.
- Chief Operating Officer notifies the executive and senior staff of the response plan and appropriate message to communicate to staff members (see Message Templates, page 3).
- The employee notification process begins and uses the call tree procedures described

below as well as e-mail communication.

**LEADERSHIP EMERGENCY NOTIFICATION PROCESS:**

In the event that an emergency is first identified by agency leadership, the informed Emergency Team member is to initiate the process as follows:

- Director, COS and COO are notified
- Director's Assistant schedules WebEx meeting with Emergency Team identified below to assess the situation and determine the appropriate notification message.
- COO notifies the executive and senior staff of the response plan and appropriate message to communicate to staff members (see Message Templates, page 3).
- The employee notification process begins and uses the call tree procedures described below and e-mail communication.

The Emergency Team may meet every 4 hours or as needed to continue to assess the situation. Office closures resulting from a critical event or emergency must follow the Emergency Closings of IDES Field Office Facilities Procedures as described in 1104 of the IDES Procedures Manual. In the event IDES suspends in-office activities for staff reporting to work, staff members will be temporarily reassigned to the Work from Home or On Call category.

**EMERGENCY TEAM:**

- Director/Director's Assistant
- Chief of Staff
- Chief Operating Officer
- Human Resources
- Labor Relations
- Public Information Officer

<b>Team Member's Responsibility</b>
1. Director's Office – Liaise with Governor's office, set-up WebEx meeting with Emergency Team.
2. Chief of Staff – Serve as Director's backup/designee.
3. Chief Operating Officer- Notifies executive and senior staff to begin the call tree process. Notifies and liaises with CMS. Responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as needed. Updating the Emergency Notification Contact List as needed.
4. Human Resources – Send a high priority e-mail communication to <a href="mailto:DES.AllUsers@illinois.gov">DES.AllUsers@illinois.gov</a> , relative to the emergency or critical event as appropriate.
5. Labor Relations – Notify labor union, advise of any labor concerns or implications.
6. Public Information Officer – Direct communication strategy and field press inquiries as required.

*Executive and senior staff are responsible for providing the Chief Operating Officer their updated contact information to maintain a current Emergency Contact List.*

<b>Call Tree Procedures</b>
1. Chief Operating Officer will instruct senior staff via e-mail to activate the call tree process.
2. Senior staff will notify managers to activate the call tree process.
3. Managers will notify supervisors to activate the call tree process.
4. Managers/supervisors to notify the division's senior staff member when the call tree process is complete.
5. Senior staff to report to Chief Operating Officer when all employees have been contacted and advised of the emergency.

*Each division will maintain a current Employee Emergency Contact List accessible to deputy chiefs and the Chief Operating Officer. All new hires must complete the Personal Information in Case of Emergency Form. The personal information included in the form will be added to the division's Employee Emergency Contact List.*

*New hires and former employees must be added/removed from the list within 5 business days of the employee status change. Any other contact information changes, i.e. new mobile number, etc. must be updated immediately.*

#### **MESSAGE TEMPLATES**

The message templates should be used to notify personnel of planned and unplanned emergencies, i.e. power outages, winter storms, civil unrest, health situations impacting an office(s), etc.

#### **Planned Emergency Notification Templates**

##### **Agency Wide**

To IDES Personnel:

All IDES offices will be closed on, (DATE), due to (REASON). Please work remotely until further notice. If you are unable to work remotely please contact your direct supervisor who may designate "on-call" status as needed. We will provide you e-mail updates as the situation evolves. Contact your manager for any questions or concerns you may have.

##### **Office Specific**

To (OFFICE PERSONNEL):

Please be advised that the (OFFICE LOCATION) will be closed on (DATE) due to (REASON) until further notice. If you are unable to work remotely, please contact your direct supervisor who may designate as "On-call" status as needed. We will provide you e-mail updates as the situation evolves. Contact your manager for any questions or concerns you may have.

**Unplanned Emergency Notification Templates**

**Agency Wide**

(DATE)

To IDES Personnel:

Effective immediately, all IDES offices are closed for the remainder of the day due to (REASON) until further notice. Please depart the facility and work remotely, if you are able to do so. If you are unable to work remotely, please contact your direct supervisor who may designate "on-call" status as needed. We will provide you e-mail updates as the situation evolves. Contact your manager for any questions or concerns you have.

**Office Specific**

(DATE)

To (OFFICE PERSONNEL):

Effective immediately, the (OFFICE LOCATION) is closed for the remainder of the day due to (REASON) until further notice. Please depart the facility and work remotely, if you are able to do so. If you are unable to work remotely, please contact your direct supervisor who may designate "on-call" status as needed. We will provide you e-mail updates as the situation evolves. Contact your manager for any questions or concerns you have.

**Resume Normal Business Operations Templates**

**Agency Wide**

To IDES Personnel:

All IDES offices are open and have resumed normal business operations. Employees that are scheduled to work in the office must report to the office. Please contact your manager for any questions or concerns you may have.

**Office Specific**

To (OFFICE PERSONNEL):

The (OFFICE LOCATION) is open and has resumed normal business operations. Employees that are scheduled to work in the office must report to the office. Please contact your manager for any questions or concerns you may have.



# **Illinois Department of Employment Security**

## **EMERGENCY HANDBOOK**

Updated: December 2023

## **Introduction**

This *Emergency Handbook* contains details of appropriate responses to various types of emergencies. Read it carefully so that you will be able to act prudently in an actual emergency. Knowing what to do if you need to evacuate your worksite can save your life or the lives of others.

In any emergency situation, please follow the on-site direction of emergency responders in addition to your worksite's evacuation guidelines and guidance below.

## **Worksite Emergency Evacuation Guidelines**

Each IDES worksite should have a formal Worksite Emergency Evacuation Plan, like the Central Office Evacuation Plan included in this handbook.

Contact your supervisor if you have *any* questions regarding your Worksite Emergency Evacuation Plan.

### **All IDES employees are required to:**

- Study the Worksite Emergency Evacuation Plan for your work location now, before an emergency happens. Know it well enough to accomplish an evacuation in the dark.
- During all disasters, if circumstances and life safety concerns permit, shut down your computer equipment. Do not use computers and do not use elevators.
- Participate in all emergency evacuation exercises and drills.
- Formally report to the worksite manager any abnormalities, breakdowns, or malfunctions of the worksite's life-safety systems (e.g., missing, or empty fire extinguishers, burned out light bulbs, broken emergency "Exit" signs).
- Comply with the procedures of the Emergency Evacuation Plan to evacuate the worksite quickly, calmly, and safely during an emergency event.
- Refer all media inquiries to your manager. Managers shall direct all media inquiries to the Department's PIO at 217-524-1219.

## **Central Office Emergency Evacuation Plan**

In the event of an emergency, begin with the C-A-L-M method:

**C**all 911.

**A**lert fellow employees.

**L**isten for instructions - keep quiet.

**M**ove quickly when instructed to evacuate.

- Remember to stay calm.
- Obey instructions issued by your emergency evacuation team members or local fire department personnel.
- When an alarm sounds for evacuation, proceed to the stairs and descend to the 1<sup>st</sup> floor lobby or the

basement. Do not use elevators.

- IDES worksite evacuation team members will be on each floor, wearing yellow vests and yellow hard hats for easy identification to direct you to the stairs. They will assist any individual that is unable to walk down the stairs on their own.
- Move quickly and quietly.
- Be ready to help co-workers who may need assistance.
- Quietly proceed with your emergency evacuation. This will enable you to hear special instructions that may be issued by your worksite emergency evacuation team members or by local fire department personnel.
- In the event you need to vacate the building, proceed to the designated rally point. It is critical that we account for all employees that have been evacuated to determine if anyone is missing or requires assistance.
  - Central Office Rally Point: Millennium Park (Michigan and Monroe)
  - Springfield Director's Office Rally Point: 6th St. and Adams
- Report to an IDES worksite evacuation team member for roll call at the outside rally point.
- Stay at your rally point unless instructed to move by the fire department or emergency response personnel or by a member of your worksite's emergency evacuation team.
- Do not re-enter the worksite after you have evacuated unless you are instructed to do so by fire department personnel.
- 

### **Fire Safety and Evacuation**

Please review the Chicago Fire Department Commercial High-Rise Fire Safety videos below:

[Fire Safety - Part 1](#)

[Fire Safety - Part 2](#)

If you are in the presence of fire, quickly close the door (if there is one) to contain the fire. Feel the door using the back of your hand and be aware of an extremely hot doorknob. If HOT, do not open and find another exit. If the door is not hot, open door slowly and peek for clearance. If the path ahead is clear of fire and smoke, proceed through exit. *Do not* use elevators unless you are instructed to by fire department personnel. Quickly and safely proceed to your pre-determined outside rally point.

If the fire is small and can be attacked with a fire extinguisher, ask a co-worker to employ the **C-A-L-M** method while you use the **P-A-S-S** method to operate the fire extinguisher:

**P**ull and remove the fire extinguisher circular lock pin.

**A**im and spray the cone of the fire extinguisher at the base of the fire.

**S**pray the fire extinguisher by pressing down the lever.

**S**weep the fire extinguisher from side to side.

Do not return the fire extinguisher to its holder once it has been discharged, even if only for a few seconds. Set it aside.

Contact the IDES General Services Division at [DES.GeneralServices@illinois.gov](mailto:DES.GeneralServices@illinois.gov) to arrange for recharging of a used fire extinguisher.

### **Active Shooter**

It is crucial to remain calm in a critical incident, such as an active shooter. A response method that can be useful in this scenario is RUN-HIDE-FIGHT.

This model is not linear, which means that the RUN-HIDE-FIGHT method can be completed in any order for your safety. **Run** is used to escape the threat. During this phase, reassess your avenues and options for evacuation at any given time. **Hide** is used to secure yourself and remain unseen by the threat. This includes denying or delaying the offender from reaching you. Always be ready to move in case the offender approaches you. **Fight** is used to protect yourself from the threat. Prior to the fight stage, be sure to make yourself aware of what tools and objects can be used to help fight off the offender. Please visit the [Civilian Response to Active Violence and Critical Incidents Training](#) on OneNet for more details.

### **Electrical Power Outages**

In the event of a power outage, please immediately report the condition to your worksite manager and General Services by notifying the General Services Division at [DES.GeneralServices@illinois.gov](mailto:DES.GeneralServices@illinois.gov)  
General Services/Chicago + Metro Area - (312) 793-9403  
General Services/Springfield + Downstate - (217) 558-1496

If you are instructed to evacuate due to a power outage, follow the procedures in your Worksite Emergency Evacuation Plan.

### **Natural Disasters**

#### **Tornadoes and Severe Tornado-Like Winds**

If evacuation is not possible or advisable due to time constraints or life safety concerns move to a lower level in your building, preferably below ground level. Move to an area where there are no windows or to the center of the floor, far from any windows. Lie down under a desk or table, curl up to protect your head and eyes.

#### **Floods**

Immediately notify the local fire, police, or sheriff's department that your worksite is in peril and ask for instructions. Move to a higher area of your building, preferably the outer perimeter of the top floor of your building. Do not attempt to operate any electrical switches or equipment. Calmly wait for emergency rescue personnel.

#### **Earthquakes**



Follow the procedures of your Worksite Emergency Evacuation Plan. Once outdoors, proceed to an open area. Do not stand under or near trees, electrical power lines, telephone poles, or signs. If you are inside the facility, you can still protect yourself. You must drop to the floor, take cover under a desk/table, and hold onto the leg(s) of the desk/table. Please note that the initial earthquake tremors last for approximately 60-90 seconds.

#### Blizzards and Heavy Snowfall

Do not leave your worksite until you have confirmed the roadways are sufficiently clear for travel. It is safer for you to postpone traveling until highway management personnel have declared roadways open for travel.

### **Threats of Violence**

Please refer to the [Workplace Violence Prevention Plan](#) for additional information.

#### **Threats Received by Phone, Voicemail, or Google Voice**

IDES requires employees to treat all types of threats seriously. If you receive a threat by phone:

- Keep calm. Try to keep the caller on the phone by engaging in a conversation.
- Discreetly notify your worksite manager, supervisor, or a co-worker while the caller is on the phone without alerting the caller. For example, pass a written note to a co-worker or send an e-mail to a supervisor.
- If your telephone is equipped with Caller ID, write down the caller's telephone number.
- Carefully listen to the caller. Try to discern accents, mannerisms, slang, phraseology, and mispronounced words.
- Listen for background noise; try to identify the noise and think of places where you would likely hear this type of noise.
- If possible, write down everything the caller says.
- Do not hang up the phone, even if the caller disconnects.
- Do not excite other people in your workplace.
- Try to determine the type of threat: Direct, Veiled or Conditional (see below for more details)

#### **For Direct threats** ("I will hurt myself", "I will hurt you", or "I will go to an office and hurt people")

Remain calm and try to keep the caller on the phone for as long as possible. During this time, it is imperative to gather any information that can help identify the caller and help determine the severity of their threat. It may be beneficial to write down the information that you are told. While on the phone with the caller, signal others to notify the police and to possibly record the conversation.

The supervisor will remain with the call-taker and should immediately notify their direct manager by phone and/or email. If a threat is made regarding a specific office, the manager will then contact the Regional Manager and Local Office Manager by phone/email. If the Local Office structure is not applicable, the manager will contact their next-higher-level manager and the manager of the

threatened office by phone and email. If the client making the threat does not identify a specific office, the manager will use IBIS to identify the nearest such office(s) to the client's home address and will share this information with their higher-level manager(s).

After the call has ended, if you have not done so already, please follow these steps:

- Immediately contact local law enforcement.
- Specifically convey the issues of concern, including any urgent factors. Complete a police report before concluding with law enforcement.
- Immediately notify a supervisor and convey as much information as possible about the call, including:
  - The client's name and as much identifying information as you can gather.
  - The time of the call and the specific threat.
  - Verbatim statements made by the client (be very detailed and specific).
  - Your contact information so an investigator can reach you if necessary.

The manager must complete an Incident Report as soon as possible.

**For Veiled threats** ("This is why people shoot places up; it could happen here") or

**Conditional threats** ("If you don't give me what I want, I will hurt someone")

Immediately notify a supervisor and convey as much information as possible about the call.

- The client's name and as much identifying information as you can gather.
- The time of the call and the specific threat.
- Verbatim statements made by the client (be very detailed and specific).
- your contact information so an investigator can reach you if necessary.

Contact local law enforcement if you have a concern, and specifically convey the issues of concern, including any urgent factors.

The supervisor/manager should notify the appropriate security and higher-level management authority and should stay with the call-taker. The manager will complete an Incident Report as soon as possible.

To help understand if the client is making a threat, you will need to assess their statement(s) and the context:

- Is the client simply venting (however inappropriate) and can you refocus them effectively?
- Do they understand that they are making a threat (veiled or otherwise) and that you may interpret what they said as a threat?
- Did they acknowledge that their behavior is inappropriate?
- You can advise the client that the statements and behavior are inappropriate and may result in delay in their service, and possible referral to the authorities.
- Attempt to bring them back to the process.

If able to de-escalate, complete the service call and make a note of it in the file. Advise that if the Client persists in their threatening behavior (especially if they make a specific threat; for example, they will, "...go to the local office in Chicago and shoot the place up,"), ask clarifying questions:

- "Are you saying you are going to the office and are going to shoot?"
- "What office are you going to?"
- "Do you have a firearm?"
- "Why are you making threats?"

If at any point the call-taker believes a direct threat is being made, refer to above steps for direct threats.

### **Bomb Threat Received by Letter or Email**

If you open a letter delivered via US Mail or by messenger service that contains a bomb threat, remain calm and immediately notify your worksite manager, who will initiate crisis response activities. Do not touch or handle the envelope, the letter, or any other contents of the envelope.

If you receive a bomb threat via e-mail, remain calm and immediately notify your worksite manager and print a copy of the e-mail. Do not delete, reply to, or forward the e-mail. Your worksite manager will initiate crisis response activities.

If you receive a bomb threat by phone, seek as much information as possible regarding the type, size, location, and appearance of the bomb and time of detonation. If you receive a bomb threat via telephone, the [Bomb Threat Checklist](#) is intended to help guide you through the information gathering process. After the incident, send the completed checklist to your manager and retain a copy for yourself.

### **Suspicious or Unusual Object Received**

If you receive or handle a suspicious or unusual parcel or letter, do not open it. Remain calm and immediately notify your worksite manager. In addition, try not to touch or handle the parcel or letter. Suspicious and unusual parcels or letters include those that do not have a return address or have a sender's name that is not appropriate for the addressee, have an excessive amount of extra or unrecognizable postage stamps, or are addressed in handwriting that appears to be unclear, unorthodox, uncommon, bizarre, or otherwise unusual. Your worksite manager will initiate crisis response activities.

If you have opened a suspicious or unusual parcel or letter, remain calm and immediately notify your worksite manager. Describe the contents of the parcel or letter to your worksite manager. If appropriate, your worksite manager will initiate crisis response activities. If it appears that an explosive device is present, it is likely that you will be instructed to evacuate the premises with your co-workers. If it appears that an infectious, poisonous, or toxic agent is present, it is likely you will be instructed to temporarily hold your position until life safety professionals (police, fire, and health care professionals) arrive at the scene to limit contaminations that can result from incidental contact that you could have with your co-workers. See advisory on Suspicious Letters and Packages at <https://about.usps.com/posters/pos84.pdf>

## **What to Do if You or a Co-Worker Are Injured / Become Ill at Work**

All workplace accidents, injuries, or illnesses involving IDES employees must be promptly and fully reported to the immediate supervisor (or designee) and with Gallagher Bassett, the State of Illinois Worker's Compensation service provider, as detailed in Section 2009 of the IDES Procedures Manual. (Information concerning workplace injuries of individuals who are non-IDES employees is provided in Section 1013 of this IDES Procedures Manual.) General Services should also be notified by the employee's supervisor. If the accident is a result of a facility issue that requires a repair, GSD is responsible for resolving the facility issue that is attributed to the accident.

Failure to provide prompt and full reporting (including all required forms) may result in disciplinary action and may jeopardize future injury claims. The requirements of Section 2009 apply if there is a reasonable possibility that the workplace accident caused an injury or illness, even if the affected employee is not claiming an injury or illness at the time of the accident. If you have questions about the procedures for filing Workers' Compensation Insurance claim or if you need additional information, please speak with your worksite manager, or please contact the benefits unit of IDES Human Resource Division at [DES.HRMbenefits@illinois.gov](mailto:DES.HRMbenefits@illinois.gov).

Be sure to call the Gallagher Bassett Injury Reporting Hotline at 1-833-732-5567 as soon as possible after the accident/injury/illness occurs, but no later than 24 business hours following the accident. When contacting Gallagher Bassett, provide full and specific information regarding the accident including witnesses, symptoms, treatment, and the prognosis for returning to work.

Also keep the manager of the office and/or your supervisor updated concerning the accident, injury, or illness and notify [DES.HRMbenefits@illinois.gov](mailto:DES.HRMbenefits@illinois.gov).

If an injury or illness appears to be severe, it is advisable to:

- Contact 9-1-1 or the emergency response telephone number of the local fire department or hospital. An IDES employee should meet emergency personnel at the ground level doors, if possible, to direct them to the affected person(s).
- Be prepared to brief the emergency medical personnel on the nature of the illness or injury, background information and medical history, if known.
- Ask for instructions before moving an injured or ill person since certain conditions can become aggravated if the person is moved.
- The injured or ill employee's designated emergency contact or family is to be notified as soon as possible either by the employee's immediate supervisor or by the worksite manager. (Employees should notify their manager if a change has occurred regarding their emergency contacts.)

**State of Illinois Department of Employment Security**

**EMPLOYEE ACKNOWLEDGEMENT OF EMERGENCY PROCEDURES**

I, \_\_\_\_\_, hereby acknowledge that I have received the Emergency Handbook and am responsible for reading and abiding by the evacuation procedures at the time of hire and each year thereafter. I also understand that, as an IDES employee, I am required to:

- Study the Worksite Emergency Evacuation Plan now, before an emergency happens. Know it well enough to accomplish an evacuation in the dark.
- Participate in all emergency evacuation exercises and drills.
- Formally report to the worksite manager any abnormalities, breakdowns, or malfunctions of the worksite's life-safety systems (e.g., missing or empty fire extinguishers, burned out light bulbs, broken emergency "Exit" signs).
- Comply with the procedures of the Emergency Evacuation Plan to evacuate the worksite quickly, calmly, and safely during an emergency event.
- Refer all media inquiries to my manager.
- Contact my supervisor if I have any questions regarding the relevant Worksite Emergency Evacuation Plan.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# **SECTION VI**

## **APPLICABLE EEO LAWS**

### **CIVIL RIGHTS ACT OF 1964, as amended**

[Title VI](#) prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

[Title VII](#) prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof. State enforcement authority for Title VII is responsibility of the Equal Employment Opportunity Commission (EEOC).

### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to State, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization that is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of “business necessity” and “job related” as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964, and in response to the recent Supreme Court decision, expands the scope of relevant civil rights statutes.

### AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

### THE REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

### EQUAL PAY ACT OF 1963

This act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces the Act.



## AMERICAN WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 (“the ADA”) to eliminate discrimination against individuals with disabilities in the areas of employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer’s affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of “disability” and thereby brings more individuals under the protection of the law. EEOC issued new regulations under the Act.

## FAMILY MEDICAL LEAVE ACT of 1993

This act requires employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U.S. Department of Labor’s Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

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

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discrimination against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

### **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about any disease, disorder or condition of an individual’s family members (i.e. an individual’s family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## **SECTION VII**



J.B. Pritzker  
Governor

Raymond P. Marchiori  
Director

Date

Name  
Address  
City, Illinois ZIP

Dear Mr./Ms. ,

On behalf of your many colleagues at the Department of Employment Security, I wish to thank you for your service and dedication to this department and to the people and businesses of Illinois who have called upon this agency for assistance. Your hard work and efforts to help this agency achieve its mission of service and support is very much appreciated.

As you know, one of the goals of IDES is to serve our customers in a courteous and efficient manner, while maintaining a good work environment for our employees. We firmly believe that there is always room for improvement. Please help us make the changes necessary to improve our service and our working environment.

IDES' Equal Employment Opportunity (EEO) Office has developed an exit questionnaire that when candidly completed will provide the kind of information that will help us improve our service and working environment. Responses to the questionnaire are voluntary and will be kept strictly confidential. I have enclosed a copy of the questionnaire and an envelope pre-addressed to EEO for your completed response. Your response and those of others will enable us to better assess where we are now and how we should improve to prepare for the future.

It is my sincere hope and strong belief that your honest assessment of your tenure at IDES can only aid us in preparing ourselves for the challenges and opportunities ahead. Your assistance in this matter will be invaluable to us all.

May you encounter continued success and achievement in your future endeavors.

Sincerely,

Anna L. D'Ascenzo  
Illinois Department of Employment Security  
EO Manager  
Phone: (312) 793-9290  
[Anna.Dascenzo@illinois.gov](mailto:Anna.Dascenzo@illinois.gov)

**CONFIDENTIAL**

**ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY  
VOLUNTARY EXIT QUESTIONNAIRE FOR SEPARATING EMPLOYEES**

Instructions: Under Illinois Department of Human Rights rules, this exit questionnaire must be provided to all executive branch State employees at the time of their separation from State employment, whether their separation is voluntary or involuntary. The completion of this exit questionnaire is voluntary on the part of the employee. If you choose to complete this questionnaire, please send it in a sealed envelope to:

Illinois Department of Employment Security  
Office of Equal Employment Opportunity/Affirmative Action  
115 South LaSalle Street, 17<sup>th</sup> Floor  
Chicago, Illinois 60603  
312/793-9290 - voice  
TTY/Nextalk 1/888/340-1007

Exit questionnaires are maintained by the IDES Office of Equal Employment Opportunity/Affirmative Action in files separate from IDES personnel and labor relations files, and are subject to review by the Illinois Department of Human Rights.

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

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

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

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

Starting Salary\_\_\_\_\_ Ending Salary\_\_\_\_\_

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

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

Were you terminated while still in your probationary period? Yes\_\_\_ No\_\_\_ If yes, what could have been done to help make your probationary period successful resulting in certification?

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

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

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

Do you feel your working conditions were satisfactory? Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

Were you satisfied with the pay you received, Yes\_\_\_ No\_\_\_, and promotions? Yes\_\_\_ No\_\_\_  
Explain: \_\_\_\_\_

Did you receive bilingual pay? Yes\_\_\_ No\_\_\_ If yes, do you feel it was an appropriate  
amount? Yes\_\_\_ No\_\_\_ Explain: \_\_\_\_\_

Were you satisfied with your supervision, Yes\_\_\_ No\_\_\_, and with training? Yes\_\_\_ No\_\_\_  
Explain: \_\_\_\_\_

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

Did you request an accommodation based on disability during your employment?  
Yes\_\_\_ No\_\_\_ If yes, please explain: \_\_\_\_\_

Do you think management adequately recognized employee contributions? Yes\_\_\_ No\_\_\_  
If no, please tell us how you think this can be improved: \_\_\_\_\_

Please tell us how you think employee morale can be improved: \_\_\_\_\_

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

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

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Are you aware of instances during your work where others were discriminated against?

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

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If you answered yes to either of the last two questions, did you discuss or given written notice of this discrimination to your supervisor or the IDES EEO/AA Officer?

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

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

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Employee Signature\_\_\_\_\_ Date \_\_\_\_\_

EEO Staff \_\_\_\_\_ Date \_\_\_\_\_

# **IDES JOB TITLES by EEO CATEGORIES**



## **DEPARTMENT OF EMPLOYMENT SECURITY EEO/CLASSIFICATION TITLES**

### **OFFICIALS/ADMINISTRATORS**

0040070-Senior Public Service Administrator  
1040070-Senior Public Service Administrator  
0037015-Public Service Administrator  
1137015-Public Service Administrator-Spanish Option  
2037015-Public Service Administrator Option II  
3037015-Public Service Administrator Option III  
9937015-Public Service Administrator MC

### **PROFESSIONALS**

0000130-Accountant  
0000133-Accountant Advanced  
0000140-Accounting & Fiscal Administration Career Trainee  
6600140-Accounting & Fiscal Administration Career Trainee - Bilingual  
0000501-Administrative Assistant I  
0000502-Administrative Assistant II  
0013600-Employment Security Field Office Supervisor  
6613600-Employment Security Field Office Supervisor - Bilingual  
0013650-Employment Security Program Representative  
6613650-Employment Security Program Representative - Bilingual  
0013651-Employment Security Program Representative Intermittent  
0013667-Employment Security Service Representative  
6613667-Employment Security Service Representative - Bilingual  
0013671-Employment Security Specialist I  
6613671- Employment Security Specialist I- Bilingual  
6613672-Employment Security Specialist II - Bilingual  
0013673-Employment Security Specialist III  
6613673-Employment Security Specialist III - Bilingual  
0013681-Employment Security Tax Auditor I  
0013682-Employment Security Tax Auditor II  
0013851-Executive I  
6613851-Executive I - Bilingual  
0013852-Executive II  
0017366-Graphic Arts Designer  
0018300-Hearings Referee  
6618300-Hearings Referee - Bilingual  
0019692-Human Resources Representative  
0019693-Human Resources Specialist  
1019693-Human Resources Specialist  
1025542-Management Operations Analyst II  
0041771-Staff Development Spec I

0042741-Statistical Research Specialist I  
0042743-Statistical Research Specialist III  
0042745-Statistical Research Supervisor  
0045308-Telecom Systems Analyst  
0047002-Unemployment Insurance Adjudicator II  
0047003-Unemployment Insurance Adjudicator III  
0047081-Unemployment Insurance Revenue Analyst I  
0047082-Unemployment Insurance Revenue Analyst II  
6647082-Unemployment Insurance Revenue Analyst II - Bilingual  
0047087-Unemployment Insurance Revenue Specialist  
0047096-Unemployment Insurance Special Agent  
6647096-Unemployment Insurance Special Agent - Bilingual  
0047702-Veterans Employment Representative II

### **PARAPROFESSIONALS**

0014033-Executive Secretary III  
0029994-Office Administrator IV  
6629994-Office Administrator IV - Bilingual  
0030025-Office Coordinator  
0034201-Private Secretary I  
0034202-Private Secretary II  
0047701-Veterans Employment Representative I

### **ADMINISTRATIVE SUPPORT**

0006920-Check Issuance Machine Operator  
0030010-Office Assistant  
0030015-Office Associate  
6630015-Office Associate - Bilingual  
0043190-Student Intern  
0043200-Student Worker

### **ADMINISTRATIVE SUPPORT**

0043052-Storekeeper II