State of Illinois
Illinois Department of Central Management Services

STATE OF ILLINOIS
2013

African American Employment Plan

Respectfully submitted to the Illinois General Assembly
February 1, 2013, by Central Management Services and the
African American Employment Plan Advisory Council

STATE OF ILLINOIS

OFFICE OF THE GOVERNOR

SPRINGFIELD, ILLINOIS 62706

Pat Quinn
GOVERNOR

February 1, 2013

Dear General Assembly Member,

African Americans comprise our state's second largest minority group, according to 2010 U.S. Census data. Their contributions enrich our state's culture and economy and add to the vibrant fabric of our diverse citizenry.

I believe that sustained efforts are required to create a more inclusive and representative governmental workforce that will ensure Illinois remains a leader in diverse employment practices. The plan outlined in the following pages is part of my administration's unwavering commitment to hiring a workforce that truly reflects the diversity throughout the Land of Lincoln, and will serve as an example not only for other Illinois employers, but for other states as well.

Attached you will find the 2013 report of the State African American Employment Plan outlining the action steps of coded State agencies striving to sustain a governmental workforce that more accurately reflects the diversity of Illinois. The report was submitted by the Illinois Department of Central Management Services to the General Assembly on February 1 as required by law.

During this reporting period, my administration collaborated with the African American Employment Plan Advisory Council and assisted in the development of this Plan in collaboration with the Illinois Department of Central Management Services. While we have made some progress, there is always room for improvement to achieve full representation of African Americans at all levels of State government.

While my administration continues to confront the state's daunting fiscal challenges, we remain committed to promoting a working environment that is inclusive of everyone and leaves no one left out. I have charged the Illinois Department of Central Management Services to continue partnering with the African American Employment Plan Advisory Council to meet the goals and objectives outlined in this year's plan.

Sincerely,

Pat Quinn

Pat Quinn
Governor

CMS
ILLINOIS Pat Quinn, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Malcolm Weems, Director

February 1, 2013

Dear General Assembly Member:

Public Act 096-1341 passed in July 2010, requires each state agency to include in its annual report its progress toward implementing the State African American Employment Plan. The legislation is part of the Governor's ongoing commitment to diversity in our workforce, including the recruiting, hiring, training, retention, and promotion of African American employees.

The law requires CMS and the African American Employment Plan Advisory Council to prepare and submit to the General Assembly an annual African American Employment Plan reporting each agency's activities that constitute the plan. Accordingly, the 2013 report is submitted for your review. Outlined in the body of this report you will find information on the status of the African American workforce of individual coded agencies, as well as their accomplishments in meeting the objectives of this important legislation. We invite your review of this report, as well as your comments or recommendations.

Of course, there are many benefits of having a diverse workforce, but perhaps the most significant is to enable State agencies to provide better services more efficiently to the public. By continuing to work together on this vital initiative, we intend to achieve this goal and better serve the citizenry of Illinois.

Sincerely,

Malcolm E. Weems
Director

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Printed on Recycled Paper

Table of Contents

I. Executive Summary

II. Current Demographics

III. 2012 African American Employment Plan Objectives Status Report

IV. Summary of Statewide African American Employment Plan Online Survey

A. AFAEP Survey 2012 Highlights

V. 2013 State African American Action Plan and Objectives

VI. Conclusion

I. 2013 Executive Summary

Senate Bill 3531, the State African American Employment Plan, was signed on July 27, 2010, becoming Public Act 096-1341, mandating the Department of Central Management Services (CMS) in collaboration with the African American Employment Plan (AFAEP) Advisory Council to submit to the General Assembly an annual report on African American Employment in the State of Illinois by February 1st of each year. This report represents data on African American employment throughout state government and outlines the AFAEP Advisory Council's activities for the reporting period of January 1, 2012, through December 31, 2012.

Since 2010, CMS has developed an annual plan to address the underutilization of African Americans in the state's workforce. This report provides the most recent statistical data on African American representation in coded state positions throughout Illinois. Data is presented from a statewide perspective, in addition to being broken down by agency, as well as senior and mid-level supervisory and managerial positions.

The African American Employment Plan is part of this administration's ongoing commitment to diversity in the state's workforce, which includes the recruiting, hiring, training, retention and promotion of African-American employees.

All coded agencies under the Governor's jurisdiction are charged with implementing the legislative intent of the state's African American Employment Plan. CMS provides administrative support to the Council and state agencies.

As an initial step towards meeting this objective, CMS in partnership with the AFAEP Advisory Council, the Department of Human Rights and the Governor's Office hosted round-table discussions with the following state agencies:

- Department of Transportation
- Illinois Toll Highway Authority
- Illinois State Police
- Illinois State Police Merit Board

These initial agencies were selected based on a comprehensive review of their previously submitted African American survey responses and a quarterly analysis of the following statistical data sets used to measure agency performance: the number of employed African Americans within the department, including those serving in supervisory, technical, professional and managerial positions and the number of African American employees hired and promoted during this reporting period.

The **three-fold** purpose of the Round-table meetings included:

1) Reviewing current employment strategies undertaken in implementing the AFAEP.
2) Identifying current challenges to increasing the number of African-Americans and minorities in the workplace.
3) Providing suggestions and recommendations for increasing the number of African-American Employees in the workplace.

The outcomes of the Round-table meetings included but were not limited to:

- Providing technical assistance and hiring best practices as a means of strengthening the tenants of their individual African American Employment Plans.
- Administrative clarification of Veterans Preference Policy.
- Targeted Recruitment Partnerships with HBCU's and AFAEP Members.
- Broader distribution of job postings to ensure African American community participation.
- Recommendation of diversifying the composition of the ISP Merit Board.

II. Current Demographics

Data used for developing the 2013 report is based on calendar year 2012, a year in which state agencies continued to face tremendous fiscal challenges and limited opportunities to hire. Overall, the state's workforce has experienced a net reduction of 5,848 employees from 50,437 in December 2009 compared to 44,589 at the end of December 2012.

According to the 2010 U.S. Census Data, African Americans comprise 14.5 % of Illinois' general population. As of December 31, 2012, the state employment workforce of African Americans remained steady at 21% with 44,589 employees in coded state positions. The five Illinois counties with the highest number of African Americans in the state workforce are listed below followed by the corresponding African American population.

COUNTY	% AFRICAN AMERICAN POPULATION	% AFRICAN AMERICAN STATE WORKFORCE
Cook	(1,287,767) 24.8%	(5,363) 57.4 %
Kankakee	(17,187) 15.1%	(656) 43.3%
Sangamon	(23,335) 11.8%	(654) 8.4%
Will	(75,743) 11.2%	(634) 40.9%
Lake	(49,033) 7.0%	(288) 40.2%

There are 9,408 African American employees statewide in coded positions. The five state agencies with the largest number of African American employees in coded state

positions are indicated below followed by the number of African American employees and their percentage of the total Agency workforce.

AGENCY	COUNT OF AFRICAN AMERICAN EMPLOYEES
Department of Human Services	4,058 (34.37%)
Department of Corrections	1,402 (12.71%)
Department of Children & Family Services	1,123 (39.81%)
Department of Employment Security	532(30.61%)
Department of Healthcare & Family Services	375 (18%)

As we examine the most recent statistical data and compare gender, the ratio of African American women to men employed statewide in coded positions is 2 to 1. There are 6,306 African American women compared to 3,102 African American men employed in coded state positions. The number of African American employees by gender and their percentage of the total Agency workforce are indicated below.

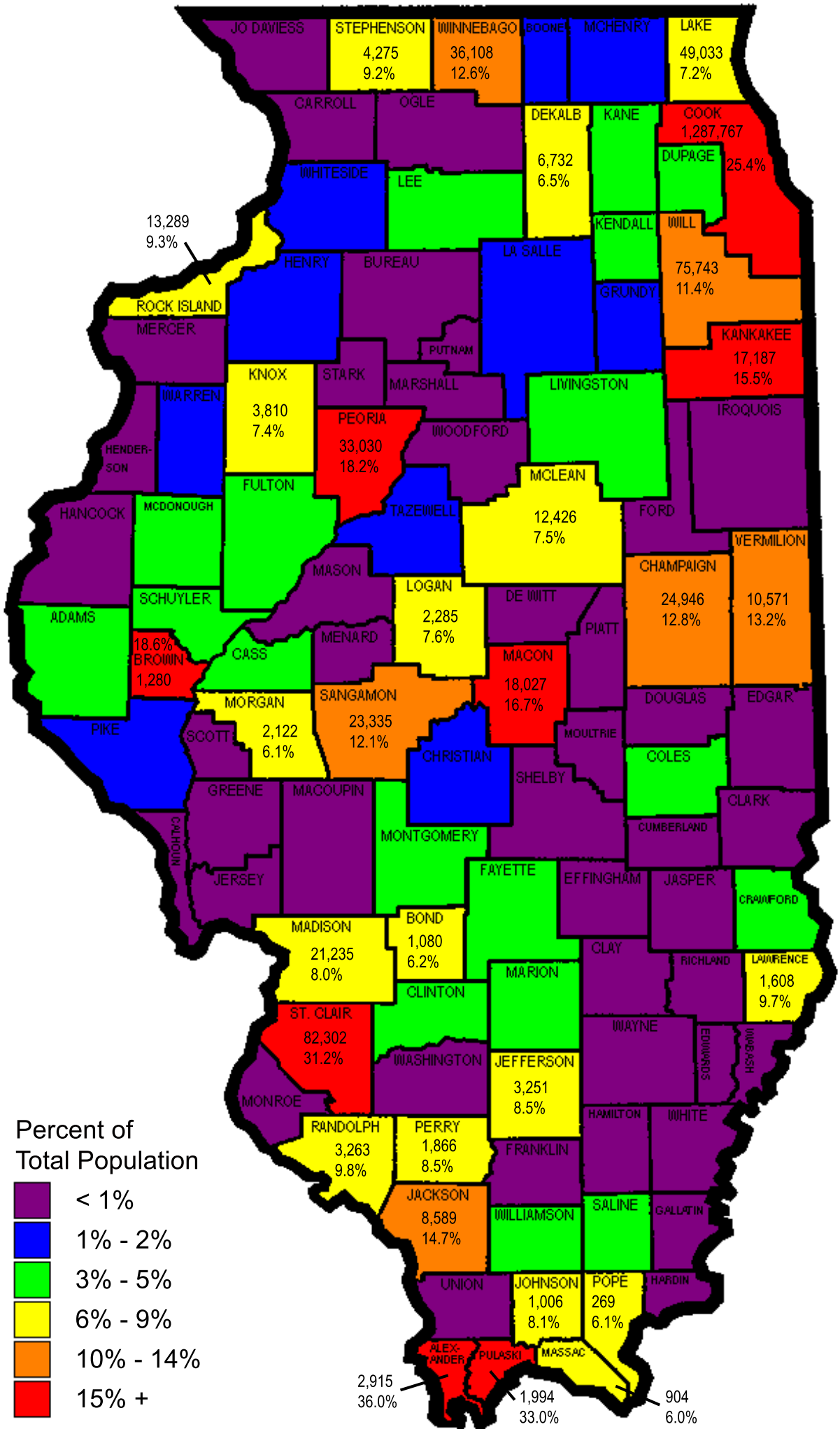
GENDER	COUNT OF AFRICAN AMERICAN EMPLOYEES
Women	6,306 (14.14%)
Men	3,102 (6.95%)

During this calendar year, there were 137,200 open competitive exams administered. Of those, 37,659 were administered to African Americans. The total number of exams as well as the number administered to African Americans trended up this reporting period. The graph below illustrates how African Americans fared when compared to all applicants.

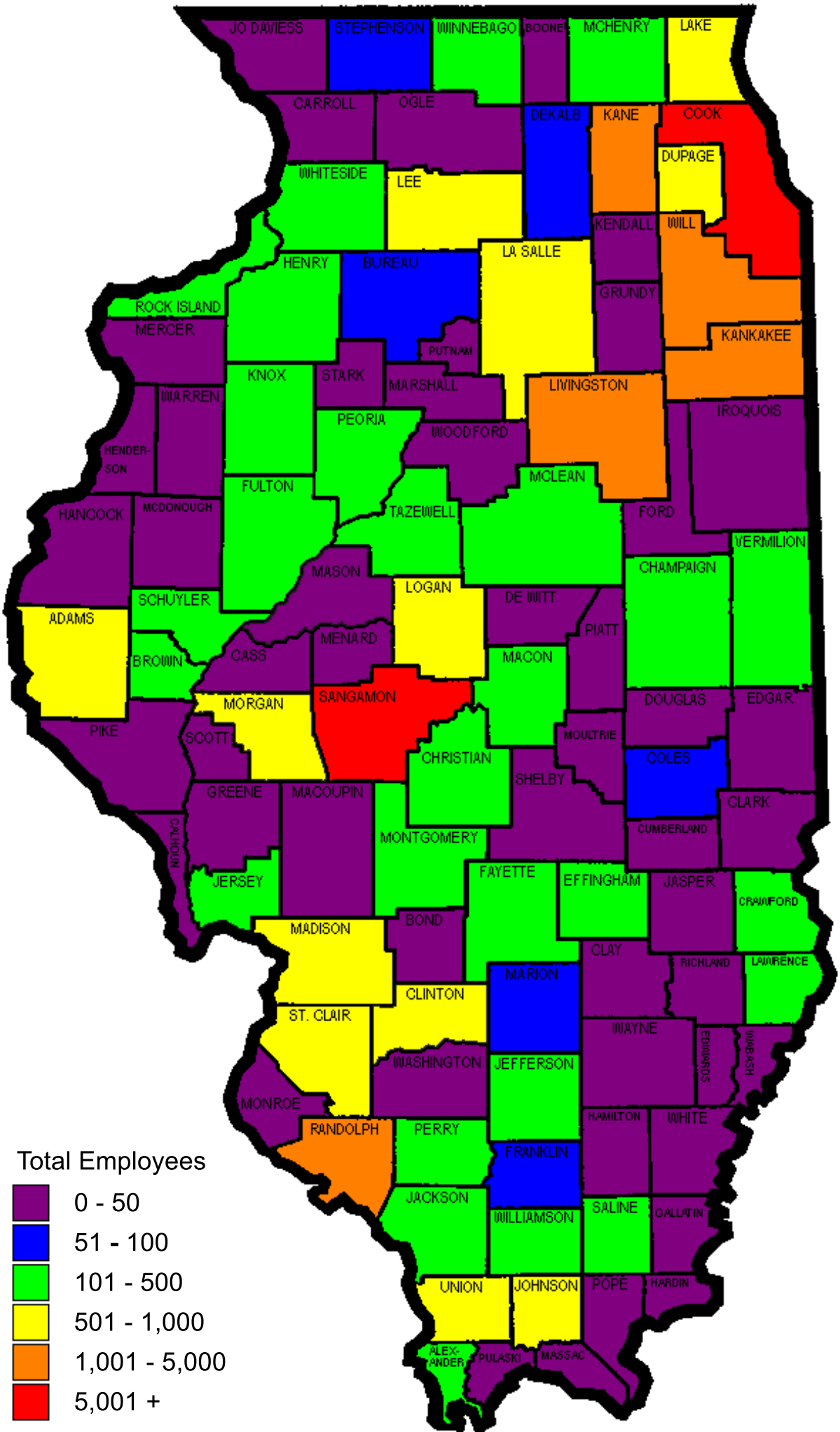
CY 2012	AFRICAN AMERICANS	NON-AFRICAN AMERICANS	TOTAL
Open Competitive Total Grades	37,659	99,541	137,200
A Grade	9,688	30,617	40,305
B Grade	8,581	27,472	36,053
C Grade	5,941	12,528	18,469
Failed Grade	13,449	28,924	42,373

Promotional transactions inclusive of all venues (Upward Mobility Program, promotion, Merit System Transfer with promotion and Promotion to Term) indicate a total of 2,422 employees were promoted in calendar year 2012; of that total, 477 (approximately 19.69%) are African American.

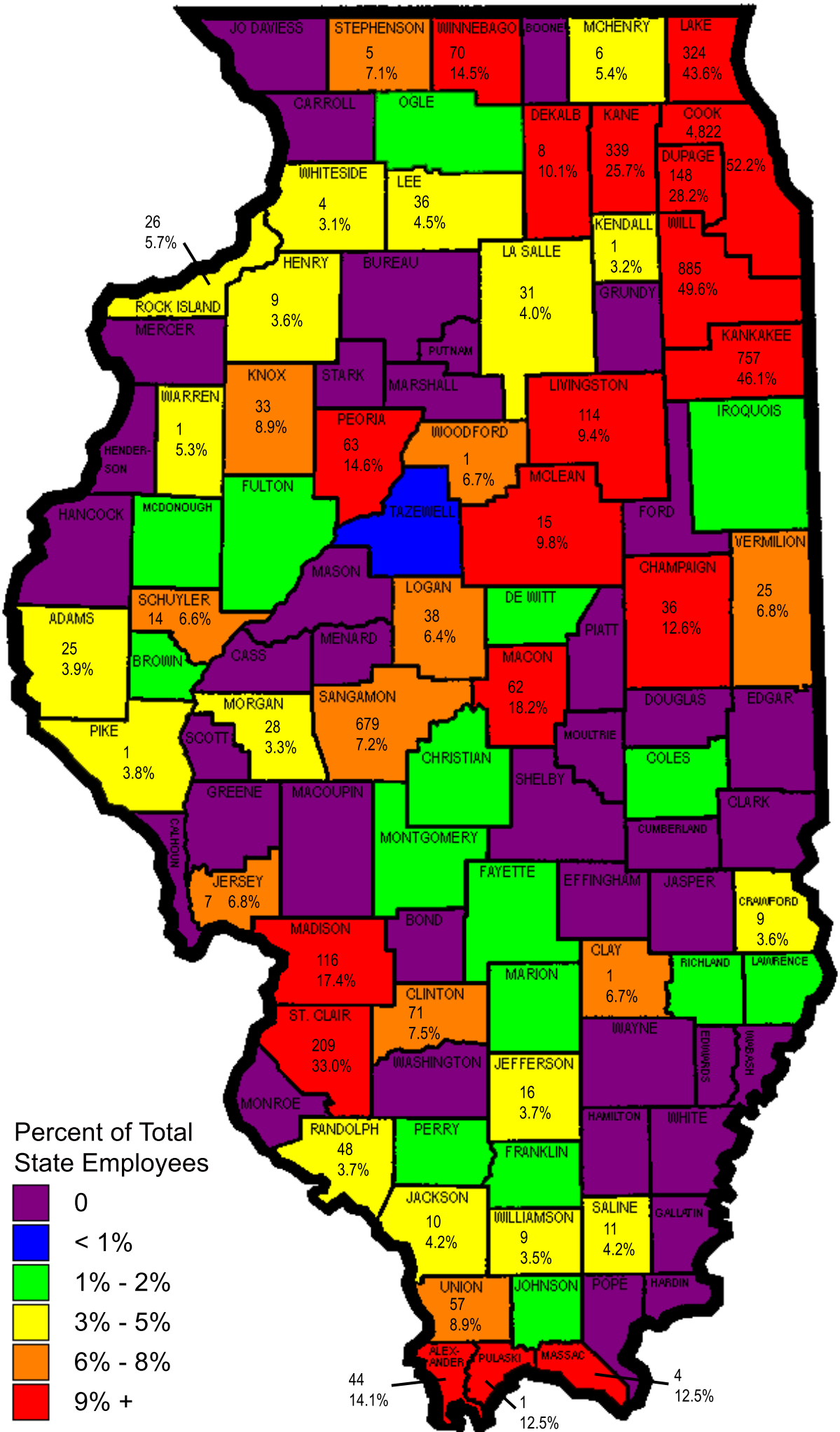
Illinois African American Population 2010 Census Data



Coded State Employees as of 1/10/2013



Coded African American State Employees as of 1/10/2013



African American Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% African American	TOTAL African American	STATE EMPLOYEES		
				All	% African American	TOTAL African American
Adams	67,103	3.5%	2,331	603	4.5%	27
Alexander	8,238	35.4%	2,915	121	35.5%	43
Bond	17,768	6.1%	1,080	100	1.0%	1
Boone	54,165	2.0%	1,064	74	17.6%	13
Brown	6,937	18.5%	1,280	157	0.0%	0
Bureau	34,978	0.6%	212	142	2.1%	3
Calhoun	5,089	0.1%	7	46	0.0%	0
Carroll	15,387	0.8%	123	81	1.2%	1
Cass	13,642	3.1%	419	190	0.5%	1
Champaign	201,081	12.4%	24,946	282	17.7%	50
Christian	34,800	1.4%	495	472	0.2%	1
Clark	16,335	0.3%	48	54	0.0%	0
Clay	13,815	0.3%	47	63	0.0%	0
Clinton	37,762	3.5%	1,338	331	1.5%	5
Coles	53,873	3.8%	2,067	78	1.3%	1
Cook	5,194,675	24.8%	1,287,767	9,341	57.4%	5,363
Crawford	19,817	4.7%	934	229	3.5%	8
Cumberland	11,048	0.3%	38	37	2.7%	1
De Kalb	105,160	6.4%	6,732	149	19.5%	29
De Witt	16,561	0.5%	87	39	0.0%	0
Douglas	19,980	0.3%	58	34	0.0%	0
DuPage	916,924	4.6%	42,346	826	14.6%	121
Edgar	18,576	0.3%	64	92	0.0%	0
Edwards	6,721	0.4%	30	28	3.6%	1
Effingham	34,242	0.2%	79	119	0.0%	0
Fayette	22,140	4.4%	980	328	0.3%	1
Ford	14,081	0.6%	85	34	0.0%	0
Franklin	39,561	0.3%	123	357	0.6%	2
Fulton	37,069	3.4%	1,269	305	0.0%	0
Gallatin	5,589	0.2%	12	24	0.0%	0
Greene	13,886	0.9%	119	183	1.1%	2
Grundy	50,063	1.2%	605	188	3.7%	7
Hamilton	8,457	0.4%	31	70	0.0%	0
Hancock	19,104	0.3%	52	63	0.0%	0
Hardin	4,320	0.3%	13	56	0.0%	0
Henderson	7,331	0.2%	15	15	0.0%	0
Henry	50,486	1.6%	796	251	2.8%	7
Iroquois	29,718	0.8%	233	140	0.7%	1
Jackson	60,218	14.3%	8,589	567	8.5%	48
Jasper	9,698	0.1%	11	52	0.0%	0
Jefferson	38,827	8.4%	3,251	210	4.3%	9
Jersey	22,985	0.4%	93	78	0.0%	0

African American Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% African American	TOTAL African American	STATE EMPLOYEES		
				All	% African American	TOTAL African American
Jo Daviess	22,678	0.5%	107	42	0.0%	0
Johnson	12,582	8.0%	1,006	320	0.9%	3
Kane	515,269	5.7%	29,422	886	22.8%	202
Kankakee	113,449	15.1%	17,187	1,516	43.3%	656
Kendall	114,736	5.7%	6,585	156	25.6%	40
Knox	52,919	7.2%	3,810	265	10.2%	27
Lake	703,462	7.0%	49,033	716	40.2%	288
La Salle	113,924	1.9%	2,186	729	1.2%	9
Lawrence	16,833	9.6%	1,608	110	0.9%	1
Lee	36,031	4.8%	1,735	480	4.4%	21
Livingston	38,950	4.9%	1,915	609	3.1%	19
Logan	30,305	7.5%	2,285	519	1.9%	10
Mc Donough	32,612	5.0%	1,642	119	11.8%	14
Mc Henry	308,760	1.1%	3,283	249	2.4%	6
Mc Lean	169,572	7.3%	12,426	324	13.3%	43
Macon	110,768	16.3%	18,027	457	21.2%	97
Macoupin	47,765	0.8%	359	393	1.5%	6
Madison	269,282	7.9%	21,235	586	18.4%	108
Marion	39,437	3.9%	1,557	628	8.6%	54
Marshall	12,640	0.3%	44	38	2.6%	1
Mason	14,666	0.4%	54	190	0.0%	0
Massac	15,429	5.9%	904	73	8.2%	6
Menard	12,705	0.6%	76	441	0.7%	3
Mercer	16,434	0.3%	47	33	3.0%	1
Monroe	32,957	0.2%	69	67	0.0%	0
Montgomery	30,104	3.2%	952	440	0.2%	1
Morgan	35,547	6.0%	2,122	886	3.7%	33
Moultrie	14,846	0.3%	41	32	0.0%	0
Ogle	53,497	0.9%	483	145	0.0%	0
Peoria	186,494	17.7%	33,030	381	18.9%	72
Perry	22,350	8.3%	1,866	351	2.6%	9
Piatt	16,729	0.3%	58	31	0.0%	0
Pike	16,430	1.7%	275	217	0.5%	1
Pope	4,470	6.0%	269	63	0.0%	0
Pulaski	6,161	32.4%	1,994	108	36.1%	39
Putnam	6,006	0.5%	32	35	0.0%	0
Randolph	33,476	9.7%	3,263	792	2.1%	17
Richland	16,233	0.5%	78	140	1.4%	2
Rock Island	147,546	9.0%	13,289	288	8.0%	23
St. Clair	270,056	30.5%	82,302	557	43.3%	241
Saline	24,913	4.0%	995	266	2.3%	6
Sangamon	197,465	11.8%	23,335	7,749	8.4%	654
Schuyler	7,544	3.2%	243	153	0.0%	0
Scott	5,355	0.2%	9	98	0.0%	0
Shelby	22,363	0.2%	50	89	0.0%	0
Stark	5,994	0.5%	28	28	0.0%	0
Stephenson	47,711	9.0%	4,275	71	7.0%	5
Tazewell	135,394	1.0%	1,374	234	0.9%	2
Union	17,808	0.9%	156	610	0.7%	4

African American Population * vs. Workforce **

COUNTY NAME	TOTAL POPULATION	% African American	TOTAL African American	STATE EMPLOYEES		
				All	% African American	TOTAL African American
Vermilion	81,625	13.0%	10,571	303	8.6%	26
Wabash	11,947	0.6%	77	36	2.8%	1
Warren	17,707	1.7%	303	95	6.3%	6
Washington	14,716	0.7%	101	109	0.0%	0
Wayne	16,760	0.3%	42	67	1.5%	1
White	14,665	0.4%	56	32	0.0%	0
Whiteside	58,498	1.3%	781	366	4.1%	15
Will	677,560	11.2%	75,743	1,550	40.9%	634
Williamson	66,357	3.8%	2,540	603	4.1%	25
Winnebago	295,266	12.2%	36,108	450	20.0%	90
Woodford	38,664	0.5%	187	98	0.0%	0
Totals	12,830,632	14.5%	1,866,414	44,028	21.1%	9,268

* Information on the general population of Illinois is from the 2010 census
** Reflects Code Employees as of 12/31/2012

141 African American employees live outside the boundaries of the State of Illinois

Code African-American Employees as of 12/31/2012

Agency	Employees		African-American
	African-Americans	Total	%
Aging	19	132	14.39%
Agriculture	13	337	3.86%
Arts Council	4	17	23.53%
Capital Development Board	7	45	15.56%
Central Management Services	141	1,529	9.22%
Children & Family Services	1,123	2,821	39.81%
Civil Service Commission	0	4	0.00%
Commerce & Economic Opportunity	47	376	12.50%
Commerce Commission	6	75	8.00%
Corrections	1,402	11,032	12.71%
Criminal Justice Information Authority	10	59	16.95%
Deaf and Hard of Hearing Commission	0	6	0.00%
Developmental Disabilities Council	2	8	25.00%
Emergency Management Agency	7	88	7.95%
Employment Security	532	1,738	30.61%
Environmental Protection	53	828	6.40%
Financial & Professional Regulation	78	452	17.26%
Gaming Board	19	141	13.48%
Guardianship & Advocacy	28	100	28.00%
Healthcare & Family Services	375	2,083	18.00%
Historic Preservation	7	165	4.24%
Human Rights Commission	5	14	35.71%
Human Rights Department	51	136	37.50%
Human Services	4,058	11,807	34.37%
Insurance	25	237	10.55%
Investment Board	1	3	33.33%
Juvenile Justice	377	1,164	32.39%
Labor	18	89	20.22%
Labor Relations Board, Educational	2	10	20.00%
Labor Relations Board, Illinois	1	18	5.56%
Law Enforcement Training and Standards	0	17	0.00%
Lottery	17	140	12.14%
Medical District Commission	0	0	0.00%
Military Affairs	14	118	11.86%
Natural Resources	29	1,107	2.62%
Pollution Control Board	2	19	10.53%
Prisoner Review Board	2	16	12.50%
Property Tax Appeal Board	0	25	0.00%
Public Health	158	1,082	14.60%
Racing Board	2	3	66.67%
Revenue	227	1,599	14.20%
Sentencing Policy Advisory Council	1	2	50.00%
State Fire Marshal	8	127	6.30%
State Police	117	1,106	10.58%
State Police Merit Board	0	4	0.00%

State Retirement Systems	2	94	2.13%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	194	2,185	8.88%
Veterans' Affairs	179	1,302	13.75%
Workers' Compensation Commission	45	129	34.88%
Grand Total	**9,408**	**44,589**	**21.10%**

Code African-American Employees in SPSA Positions as of 12/31/2012

Agency	SPSA's African-Americans	SPSA's Total	African-American %
Aging	3	9	33.33%
Agriculture	1	21	4.76%
Arts Council	0	3	0.00%
Capital Development Board	0	0	0.00%
Central Management Services	18	128	14.06%
Children & Family Services	28	67	41.79%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	8	55	14.55%
Commerce Commission	0	0	0.00%
Corrections	35	111	31.53%
Criminal Justice Information Authority	0	4	0.00%
Deaf and Hard of Hearing Commission	0	0	0.00%
Developmental Disabilities Council	0	2	0.00%
Emergency Management Agency	0	5	0.00%
Employment Security	10	66	15.15%
Environmental Protection	3	57	5.26%
Financial & Professional Regulation	7	43	16.28%
Gaming Board	0	13	0.00%
Guardianship & Advocacy	3	7	42.86%
Healthcare & Family Services	12	129	9.30%
Historic Preservation	1	7	14.29%
Human Rights Commission	2	2	100.00%
Human Rights Department	3	10	30.00%
Human Services	45	214	21.03%
Insurance	0	18	0.00%
Investment Board	1	2	50.00%
Juvenile Justice	6	19	31.58%
Labor	1	7	14.29%
Labor Relations Board, Educational	1	2	50.00%
Labor Relations Board, Illinois	0	2	0.00%
Law Enforcement Training and Standards	0	0	0.00%
Lottery	0	4	0.00%
Medical District Commission	0	0	0.00%
Military Affairs	0	1	0.00%
Natural Resources	4	44	9.09%
Pollution Control Board	0	1	0.00%
Prisoner Review Board	0	0	0.00%
Property Tax Appeal Board	0	1	0.00%
Public Health	9	66	13.64%
Racing Board	1	1	100.00%
Revenue	4	64	6.25%
Sentencing Policy Advisory Council	1	2	50.00%
State Fire Marshal	0	8	0.00%
State Police	6	28	21.43%
State Police Merit Board	0	1	0.00%

State Retirement Systems	0	6	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	0	1	0.00%
Veterans' Affairs	3	18	16.67%
Workers' Compensation Commission	1	12	8.33%
Grand Total	**217**	**1,262**	**17.19%**

Code African-American Employees in PSA Positions as of 12/31/2012

Agency	PSA's African-Americans	PSA's Total	African-American %
Aging	2	23	8.70%
Agriculture	0	19	0.00%
Arts Council	1	3	33.33%
Capital Development Board	0	1	0.00%
Central Management Services	12	215	5.58%
Children & Family Services	203	513	39.57%
Civil Service Commission	0	1	0.00%
Commerce & Economic Opportunity	11	93	11.83%
Commerce Commission	0	1	0.00%
Corrections	36	222	16.22%
Criminal Justice Information Authority	1	11	9.09%
Deaf and Hard of Hearing Commission	0	0	0.00%
Developmental Disabilities Council	0	3	0.00%
Emergency Management Agency	2	19	10.53%
Employment Security	79	210	37.62%
Environmental Protection	2	75	2.67%
Financial & Professional Regulation	4	59	6.78%
Gaming Board	3	30	10.00%
Guardianship & Advocacy	1	12	8.33%
Healthcare & Family Services	21	243	8.64%
Historic Preservation	0	9	0.00%
Human Rights Commission	1	1	100.00%
Human Rights Department	6	19	31.58%
Human Services	167	681	24.52%
Insurance	7	62	11.29%
Investment Board	0	0	0.00%
Juvenile Justice	4	24	16.67%
Labor	1	7	14.29%
Labor Relations Board, Educational	0	7	0.00%
Labor Relations Board, Illinois	0	8	0.00%
Law Enforcement Training and Standards	0	0	0.00%
Lottery	1	12	8.33%
Medical District Commission	0	0	0.00%
Military Affairs	0	2	0.00%
Natural Resources	2	65	3.08%
Pollution Control Board	0	9	0.00%
Prisoner Review Board	0	1	0.00%
Property Tax Appeal Board	0	4	0.00%
Public Health	31	248	12.50%
Racing Board	0	1	0.00%
Revenue	11	145	7.59%
Sentencing Policy Advisory Council	0	0	0.00%
State Fire Marshal	1	14	7.14%
State Police	0	65	0.00%

State Police Merit Board	0	1	0.00%
State Retirement Systems	0	12	0.00%
Torture Inquiry & Relief Commission	0	0	0.00%
Transportation	1	10	10.00%
Veterans' Affairs	2	41	4.88%
Workers' Compensation Commission	6	13	46.15%
Grand Total	**619**	**3,214**	**19.26%**

III. 2012 African American Employment Plan Objectives Status Report

STRATEGY	WHO	WHEN
Leadership **1.0** Each agency director will be given a copy of the 2012 African American Employment Plan with a letter from the Governor highlighting the importance of diversity in general while reminding agencies of their obligation to Affirmative Action and Equal Employment Opportunity.	CMS, Governor's Office	Met. Letter included in AFAEP submitted to the General Assembly 2/1/12.
1.1 An overview of the Plan will be presented to the Governor's Deputy Chiefs of Staff and Agency Directors to inform on specifics of the Plan and to affirm the Administration's commitment to the Plan.	CMS, Governor's Office, Agency Directors	Met. Ongoing; all newly appointed Cabinet Members are advised of AAEP.
1.2 Analyze all relevant data to develop 2012 AFAEP for presentation to the General Assembly by February 1st, as required by PA 096-1341.	CMS, code state agencies	Met. AFAEP submitted to the General Assembly per deadline.
1.3 Assign employee within CMS to oversee, develop and monitor compliance of the Plan.	CMS	Met.
1.4 Provide administrative support to the African American Advisory Council pursuant to specific reporting responsibilities outlined in PA 096-1341.	CMS, Governor's Office, African American Advisory Council	Council met on 1/31/12, 4/24/12, 7/31/12, & 10/30/12.
Recruitment and Selection **2.0** Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing. Plan coordinator will review these forms for use in assessing an agency's overall best practices relevant to African American underutilization.	Department of Human Rights, all state agencies under the Governor's jurisdiction, CMS	Met. Ongoing; all forms are reviewed as required.
2.1 Compile African American grade and application data to ensure that African Americans are fully informed of e-recruiting online application procedures, ensuring that the number of African Americans applying for state jobs is not adversely affected.	CMS	Met. Ongoing; data is provided in AFAEP annual report.
2.2 Present at the CMS monthly personnel managers/EEO meeting to provide an overview of the State African American Employment Plan.	CMS	Met. Ongoing; data is provided in AFAEP annual report.
2.3 Review the Underutilization Regional Summary Report prepared by DHR for use in developing objectives for improvement.	CMS, State AFAEP Advisory Council	Ongoing; all forms are reviewed as required.
Education **3.0** CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS	Ongoing

STRATEGY	WHO	WHEN
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS personnel managers meetings.	CMS, DHR	Ongoing
3.2 The Upward Mobility Program provides an important pathway to promotional opportunity. Benchmark information will be gathered and reported in the 2012 AFAEP and each subsequent Plan thereafter to document African American participation and completion rates.	CMS, UMP	Ongoing
Accountability **4.0** CMS will survey agencies to assess their activities in implementing the plan. Each year CMS will work collaboratively with the African American Employment Council to review and revise, as needed.	CMS, all state agencies under the Governor's jurisdiction, African American Employment Plan Advisory Council	On-line Survey successfully launched on 10/1/12 with deadline for completion 10/31/12.
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to African American employment and promotion.	CMS	Met. Executive Summary included in this 2013 AFAEP report.
4.2 Work collaboratively with the African American Employment Advisory Council to develop Plan objectives for next reporting year.	CMS, African American Advisory Council	Council met 10/30/12 to develop objectives presented as Part V of this report.
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the African American Employment Plan.	CMS	Letter included in 2013 African American Employment Plan.

IV. Summary of State African American Employment 2012 Survey and Highlights

In partnership with the Department of Human Rights, CMS and AFAEP Advisory Council successfully launched an online survey in accordance with the 2012 African American Employment Action Plan and Objective 4.0. This survey shall guide CMS in identifying agencies' best practices and deficiencies and is utilized to develop and evaluate the state African American Employment Plan goals and objectives.

All coded agencies under the Governor's jurisdiction submitted their completed surveys in accordance with the AFAEP. Survey responses varied depending on each individual state agency's mission, fiscal year budget allocations and year-to-year priorities. Copies of all electronically date-stamped agency surveys are included in the appendices of this report.

The survey was launched on-line October 1, 2012, to all coded agencies under the jurisdiction of the Governor, and responses were to be returned to CMS by October 31, 2012. All agencies responded. Survey highlights include the following:

AFAEP Survey highlights include the following:

African American employment strategies undertaken in implementing the State African American Employment Plan:

- Agency participated in the AFAEP Advisory Council Roundtable to review hiring best practices.
- Agency has a centralized Recruitment and Selection Unit responsible for all hiring.
- Agency has established a Diversity Recruitment Program to assist EEO Officer and address issues and topics dealing with hiring, recruiting and complying with EEO mandates as well as underutilization.
- Established training to assist in meeting goals established in the agency's affirmative action plan.
- Developed a statewide email distribution listing to promote agency job opportunities in addition to a Monthly Newsletter titled "Diversity Matters."
- Agency partnered with another state agency to develop and launch its first Diversity Symposium to attract diverse community organizations that are advocates for underutilized persons seeking gainful employment.
- Agency participates in targeted job fairs to address underrepresented populations such as African Americans.
- Agency heads and senior staff monitor all employment documents and reports within Selection & Recruitment & the Division of Personnel and further by the EEO/AA Office Staff.
- Agency hosts monthly meetings to review EEO Monitors and Underutilization Summaries.
- Agency developed a recruitment database which includes many African American organizations, and communications are sent specifically to African American organizations, community groups and partnerships, including e-blasts.
- Agency partners with community colleges to launch targeted training pilot program to help increase the qualified applicant pool for targeted positions where underrepresentation exists as part of strategic recruitment.
- Agency maintains compliance with Section 2520.770 (h) of the Human Rights Rules and Regulations requiring the use of hiring and promotion monitors whenever personnel transactions occur.
- Agency encourages eligible staff to participate in the Upward Mobility Program, which is a joint venture between the State of Illinois and the American Federation of State, County and Municipal Employees Collective Bargaining Unit.
- Agency encouraged to participate in a variety of training programs such as the training clearinghouse or tuition reimbursement, when available, to increase career advancement opportunities for qualified employees.
- Agency heads review Human Rights' Quarterly reports to gauge agency effectiveness.

Suggestions/recommendations for increasing the number of African Americans employed and promoted:

- Agency heads assume ownership of the African American Employment Plan and work collaboratively with EEO/AA Officer to address underutilization goals.
- Agency heads improve diversity among Rutan interview panels by mandating minority senior staff participate in CMS-sponsored training for the Interview and Selection program.
- Increase targeted recruitment & promotion of minority candidates by partnering with the CMS Diversity Enrichment Program, local colleges, universities and the Illinois Association of Minorities in Government (IAMG) once positions are approved for posting.
- CMS should organize targeted job fairs and provide on-site testing, examination & counseling and promote job fairs in regions where the need is greatest.
- Amend the EPAR approval process to ensure timely hiring of candidates through the Office of Management and Budget.
- Agency recruiters must direct recruitment efforts to address underutilization in targeted areas.
- Increase the use of internship and co-op programs to bring African Americans onboard and to provide a permanent path to state employment.
- CMS application/grading process delays need to be addressed.
- Partner with other state agencies to perform targeted recruitment of qualified candidates due to resource challenges.
- Strategically target the recruitment of qualified minorities by marketing open positions through partnerships with the Urban League, IAMG, NAACP, Illinois Black Chamber of Commerce, the Cook County Bar Association and Historical Black Colleges and Universities (HBCUs).

See Appendix for completed agency surveys.

V. 2013 African American Employment Action Plan and Objectives

STRATEGY	WHO	WHEN
Leadership **1.0** Each agency director will be given a copy of the 2012 African American Employment Plan with a letter from the Governor highlighting the importance of diversity in general while reminding agencies of their obligation to Affirmative Action and Equal Employment Opportunity.	CMS, Governor's Office	1st Quarter
1.1 An overview of the Plan will be presented to the Governor's Deputy Chiefs of Staff and Agency Directors to inform on specifics of the Plan and to affirm the Administration's commitment to the Plan.	CMS, Governor's Office, Agency Directors	1st Quarter, then ongoing
1.2 Analyze all relevant data to develop 2013 AFAEP for presentation to the General Assembly by February 1st, as required by PA 096-1341	CMS, code state agencies	1st Quarter

STRATEGY	WHO	WHEN
1.3 Provide administrative support to the African American Advisory Council pursuant to specific reporting responsibilities outlined in PA 096-1341.	CMS, Governor's Office, African American Advisory Council	Ongoing
Recruitment and Selection **2.0** Mandated Hiring and/or Promotion Monitors must be completed by agencies and authorized by CMS prior to personnel transaction processing. Plan coordinator will review these forms for use in assessing an agency's overall best practices relevant to African American underutilization.	Department of Human Rights, all state agencies under the Governor's jurisdiction, CMS	1st Quarter, then ongoing
2.1 Compile African American grade and application data to ensure that African Americans are fully informed of e-recruiting online application procedures, ensuring that the number of African Americans applying for state jobs is not adversely affected.	CMS	1st quarter, then ongoing and reported in each subsequent Plan.
2.2 Present at the CMS monthly personnel managers/EEO meeting to provide an overview of the State African American Employment Plan.	CMS	2nd quarter
2.3 Review the Underutilization Regional Summary Report prepared by DHR to use in developing objectives for improvement.	CMS, State AFAEP Advisory Council	3rd Quarter
2.4 State agencies incorporate the use of internships such as Dunn Fellow and Graduate Public Service Intern (GPSI) as viable options to recruit, hire, and retain qualified candidates for underutilized positions.	CMS, all state agencies under the Governor's jurisdiction.	Ongoing
2.5 State agencies establish communication of job postings with Historical Black Colleges and Universities as a recruitment strategy for qualified candidates.	CMS, all state agencies under the Governor's jurisdiction.	Ongoing
Education **3.0** CMS will continue follow-up meetings with agencies identified by the Department of Human Rights as failing to meet their affirmative action goals.	CMS	Ongoing
3.1 Quarterly EEO/AA officer meetings will be conducted in conjunction with CMS personnel managers meetings.	CMS, DHR	Ongoing
3.2 The Upward Mobility Program provides an important pathway to promotional opportunity. Benchmark information will be gathered and reported in the 2014 AFAEP and each subsequent Plan thereafter to document African American participation and completion rates.	CMS, UMP	4th quarter
3.3 Provide the Appropriations Chair and Committee status updates on the African American Employment Plan, highlighting agencies' goals on African American hiring.	Governor's Office, CMS, IDHR, African American Employment Plan Advisory Council	2nd Quarter

STRATEGY	WHO	WHEN
Accountability **4.0** CMS will survey agencies via an online data base portal to assess their activities in implementing the plan. Each year CMS will work collaboratively with the African American Employment Council to review and revise, as needed.	CMS, all state agencies under the Governor's jurisdiction, African American Employment Plan Advisory Council	4th Quarter
4.1 CMS will prepare an Executive Summary documenting agencies' progress towards meeting stated goals relevant to African American employment and promotion.	CMS	4th Quarter
4.2 Work collaboratively with the African American Employment Advisory Council to develop Plan objectives for next reporting year.	CMS, African American Employment Plan Advisory Council	4th Quarter
4.3 The CMS Director will remind all state agencies of their continued obligation and commitment to the principles of the African American Employment Plan.	CMS	4th Quarter
4.4 CMS will hosts meetings with Governor's Deputy Chiefs of Staffs and agency heads to review progress towards meeting stated goals relevant to African American employment and share human resources best practices.	CMS, Governor's Office, African American Employment Plan Advisory Council, all code agencies	Ongoing
4.5 Meet with the Illinois Legislative Black Caucus to present on the status of the African American state workforce and the African American Employment Plan**.**	Governor's Office, CMS, African American Employment Plan Advisory Council	Ongoing

VI. Conclusion

Since 2006, CMS has developed an annual plan to address the underutilization of minority employees in the state's workforce. This report provides the most recent statistical data on African American representation in coded state positions throughout Illinois. Data presented is from a statewide perspective, in addition to being broken down by agency, as well as senior and mid-level supervisory and managerial positions.

To date, African American representation appears to have remained relatively constant at 21% throughout the years; however, there are opportunities for improvement in fully addressing the underutilization of African Americans in the state's workforce. This administration has demonstrated a commitment to collaborating with the African American Employment Plan Advisory Council and building on the successful platform of prior years' state African American Employment Plans to achieve objectives such as increasing the number of African American employees serving on Rutan interview panels and utilizing on-line annual surveys for tracking data.

Seeking greater diversity and increasing minority employment and promotional opportunities within state government are the guiding principles of this Council in collaboration with the Illinois Department of Central Management Services. To accomplish that goal we must continue to make progress and improve minority

recruitment, hiring, training, promotion and retention of qualified candidates statewide in targeted public sectors of the state governmental workforce to improve services to all citizens of Illinois.

Questions on the CMS state African American Employment Plan may be directed to Cory Foster at 312/814-2364 or Cory.Foster@illinois.gov.

Printed by the Authority of the State of Illinois. Printed on Recycled Paper. 50 copies 1/13 IOCI13-495