

EEO Utilization Report

Organization Information

Name: Illinois Department Of Corrections

City: Springfield

State: IL

Zip: 62702

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

Pursuant to federal, state and local laws, the Illinois Department of Corrections is committed to maintaining a workforce that is free from unlawful discrimination, on the basis of ancestry, race, color, national origin, sex, religion, disability, age, sexual orientation or preference, military status, marital or family status, pregnancy, arrest record, language and order of protection status. The above policy extends to contractual staff or nonemployees who may enter the workplace. The agency's equal employment opportunity goal is to attain a workforce that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels with the agency and to address underutilization in these groups.

Following File has been uploaded:301307 Discrimination and Harassment.docx

Step 4b: Narrative of Interpretation

Step 4b: Narrative Underutilization Analysis

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, females and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

In reviewing the Utilization Analysis Chart (UAC) the EEO/AA Officer noted the following:

- 1) Asian Americans were underutilized in each category.
- 2) Women and minorities were underutilized in the Service Maintenance and Protective Services (Non-sworn) job categories.
- 3) Hispanic males were underutilized in the Skilled Craft Category.
- 4) White males were underutilized for Officials/Administrators and Administrative Support job categories.

This EEO/AA Officer compared the last EEO Utilization Report completed in 2018 to this 2020 report to gauge the reduction in underutilization. One contributing factor in Fiscal 2020 that affected hiring and promoting was the pandemic (COVID-19), which limited our recruitment efforts. Notwithstanding, IDOC has improved its recruitment efforts by attending numerous job fairs and participating informational sessions to recruit potential candidates. Recruiters also conducted on-site interviews through outreach workshops with Cook County Workforce partnership, Workforce Innovation and Opportunity Act (WIOA) and work with the minority Employment Plan Commissions (African American, Asian, Hispanic and Native American) in planning outreach events to disseminate the information on our Outreach Workshops to their communities.

Following File has been uploaded: EEO Step 4b Narrative (FY20)1.docx

Step 5: Objectives and Steps

1. To encourage Asian Americans to apply for vacancies in all EEO job categories.

- a. Identify any barriers in recruitment that might deter Asian Americans from applying for position within IDOC.
- b. Re-examine any obstacles in recruitment, application and/or testing process.
- c. EEO/ AA Officer will further review the screening/testing process to assess the number of Asian Americans invited to screen/test for the Protective Service positions and Professional job titles and their respective pass/fail rate.
- d. Additionally, the agency has gradually reduced underutilization for Asian Americans in the job category of Professionals and job title Corrections Treatment Officer.
- e. EEO/AA Officer will continue to meet with other state agencies as well as organizations that have programs or resources in place to aid in identifying potential Asian American candidates. EEO/AA Officer will continue to attend meetings with Asian American Employment Plan Commission to examine recruitment efforts and discuss ways to attract Asian Americans to the agency.

2. Target and attract women and minority applicants for all EEO job categories.

- a. Recruitment efforts are on-going to target females in Protective Service category. IDOC works toward reducing underutilization numbers by specifically targeting women and minorities while attending career fairs hosted by community organizations, educational institutions as well as private and public entities. Recruiters conduct on-site and virtual interviews through outreach workshops in partnership with WIOA statewide. Some of the job fairs included the following: VA Community Fair, Saint Xavier College, Goodwill Workshops, Latino Caucus Conference, IAHSE, IDES Workshops statewide, Daily Herald fair, Lighthouse Church career fair, Quad City job fair, Southwestern II College fair, Olney CC fair, American Legion fair, Millikin College, MacMurray Nursing Fair, Law Enforcement Explorer Conference and Catholic Charities.
- b. EEO/AA Officer will continue to meet regularly with Central Screening Unit regarding possible alternatives or adjustments to applicant testing in order to track the number of applicants that pass/fail testing. EEO/AA Officer will

continue to review the screening/testing process to assess the number women and minorities attending screening/testing for the Protective Service positions.

c. To encourage women to participate in training and/or educational opportunities to become eligible for positions in the Service/Maintenance job category. Positions in the Service Maintenance category are promotable and governed by the Collective Bargaining Agreement (CBA). Service/ Maintenance positions involve job responsibilities related to comfort, convenience, safety of the general public or providing of services for upkeep and care of buildings or facilities of public property. Positions include food supervisor, supply supervisor, laundry manager, maintenance worker, stationary fireman, grounds supervisor and medical technician and sewage plant operator.

d. The agency offers a percentage of tuition reimbursement for employees attending approved educational institutions and training programs through Upward Mobility Program. Those employees that participate in the Upward Mobility Program are eligible to promote to select titles.

3. To encourage Hispanic males to participate in training and/or apply for positions in Skilled Craft categories.

a. Skilled Craft workers are tradesmen position that requires specific knowledge and skill set. Positions in this category including but are not limited to: barber, carpenter, electrician, steamfitter, plumber, engineer chief, beautician. In an effort to recruit potential candidates to the agency recruiters attend annual employment conferences such as Illinois Association of Hispanic State Employees and Illinois Legislative Latino Caucus Foundation.

b. To increase the number of bilingual staff in accordance with 5 ILCS 382/3-15 State Services Assurance Act for 2008, the EEO/AA Officer is working with Human Resources personnel and established a methodology for bilingual testing. Bilingual testing not only improves the number of employees who can provide services to the individuals in custody; but also gives the employee the options to apply for positions with a bilingual option.

4. To encourage white males to apply for positions in the job categories of Officials / Administrators and Administrative Support.

a. Recruitment for these positions internally and externally is ongoing utilizing the State of Illinois web page, which advertises all open positions at Illinois State agencies.

b. Through the collaborative effort of CMS and the collective bargaining agreement a career mobility program was developed to give state employees opportunities for advancement. Individual counseling is provided to employees to aid in navigating career goals and opportunities in areas of office services, human services and data processing.

Step 6: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to Executive Staff, Administrators and Public Safety Shared Services Division.
2. A copy of the EEOP Utilization Report will be placed in the master file of the Grants Division.
3. Post a copy of the EEOP Utilization Report on bulletin boards of the Human Resources Representatives at each facility, division or unit.
4. Within 30 days of receiving the U.S. Justice Departments approval of the agency's EEOP Utilization Report, the EEO/AA Officer will notify staff via email that a copy of the EEOP Utilization Report is accessible on the agency's internal website.
5. The Office of Affirmative Action will send an electronic memorandum to employees stating that a copy of the EEOP Utilization Report is available upon request from this office.

Step 7: External Dissemination

1. Applicants, vendors and contractors will be notified that the agency has developed an EEOP Utilization Report available upon request during Pre-Service Orientation Training and Annual Cycle Training.
2. Post a copy of the EEOP Utilization Report on the agency's web page that is accessible to employees and the public.

3. Electronically file a copy of the EEOP Utilization Report on the State of Illinois Library's electronic file deposit system.

Utilization Analysis Chart
Relevant Labor Market: Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	128/37%	7/2%	36/11%	0/0%	2/1%	0/0%	0/0%	0/0%	131/38%	2/1%	33/10%	3/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	381,580/49%	28,075/4%	24,260/3%	350/0%	24,385/3%	175/0%	2,135/0%	1,345/0%	233,950/30%	22,435/3%	35,780/5%	405/0%	14,620/2%	120/0%	1,710/0%	905/0%
Utilization #/%	-12%	-2%	7%	-0%	-3%	-0%	-0%	-0%	8%	-2%	5%	1%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	576/30%	38/2%	201/10%	3/0%	9/0%	0/0%	0/0%	0/0%	725/38%	51/3%	302/16%	11/1%	16/1%	1/0%	0/0%	0/0%
CLS #/%	377,965/34%	27,380/2%	33,490/3%	375/0%	53,570/5%	115/0%	3,260/0%	1,850/0%	470,225/42%	34,110/3%	66,530/6%	485/0%	47,055/4%	125/0%	4,365/0%	1,700/0%
Utilization #/%	-4%	-0%	7%	0%	-4%	-0%	-0%	-0%	-4%	-0%	10%	1%	-3%	0%	-0%	-0%
Technicians																
Workforce #/%	118/36%	5/2%	8/2%	1/0%	4/1%	0/0%	0/0%	0/0%	159/48%	5/2%	30/9%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	46,455/30%	5,570/4%	5,480/4%	95/0%	8,055/5%	0/0%	360/0%	310/0%	60,710/40%	5,400/4%	12,695/8%	120/0%	7,245/5%	15/0%	680/0%	310/0%
Utilization #/%	5%	-2%	-1%	0%	-4%	0%	-0%	-0%	8%	-2%	1%	-0%	-4%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	63,935/55%	8,880/8%	18,660/16%	180/0%	1,440/1%	10/0%	845/1%	155/0%	10,345/9%	1,850/2%	9,100/8%	55/0%	220/0%	0/0%	135/0%	65/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	6109/72%	252/3%	535/6%	28/0%	32/0%	4/0%	0/0%	0/0%	1138/13%	72/1%	293/3%	5/0%	10/0%	2/0%	0/0%	0/0%
Civilian Labor Force #/%	3,845/33%	540/5%	505/4%	55/0%	65/1%	0/0%	100/1%	20/0%	4,500/38%	410/3%	1,545/13%	4/0%	105/1%	0/0%	109/1%	0/0%
Utilization #/%	39%	-2%	2%	-0%	-0%	0%	-1%	-0%	-25%	-3%	-10%	0%	-1%	0%	-1%	0%
Administrative Support																
Workforce #/%	36/7%	2/0%	7/1%	1/0%	1/0%	0/0%	0/0%	0/0%	416/80%	20/4%	31/6%	1/0%	2/0%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	413,770/26%	72,885/5%	59,265/4%	515/0%	28,895/2%	60/0%	3,860/0%	2,055/0%	718,820/45%	117,645/7%	137,910/9%	1,090/0%	32,730/2%	330/0%	6,475/0%	2,940/0%
Utilization #/%	-19%	-4%	-2%	0%	-2%	-0%	-0%	-0%	36%	-3%	-3%	0%	-2%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	319/86%	8/2%	33/9%	2/1%	0/0%	0/0%	0/0%	0/0%	6/2%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	335,985/70%	75,640/16%	25,710/5%	470/0%	7,080/1%	85/0%	2,275/0%	890/0%	16,565/3%	5,765/1%	4,005/1%	110/0%	1,820/0%	0/0%	195/0%	105/0%
Utilization #/%	16%	-14%	4%	0%	-1%	-0%	-0%	-0%	-2%	-1%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	548/75%	10/1%	38/5%	5/1%	4/1%	0/0%	0/0%	0/0%	90/12%	3/0%	32/4%	0/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	534,715/32%	276,190/17%	116,285/7%	1,140/0%	28,705/2%	235/0%	5,565/0%	3,030/0%	398,000/24%	145,230/9%	104,695/6%	730/0%	28,005/2%	200/0%	5,215/0%	2,400/0%
Utilization #/%	42%	-15%	-2%	1%	-1%	-0%	-0%	-0%	-12%	-8%	-2%	-0%	-1%	-0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓				✓					✓			✓			
Professionals	✓				✓		✓		✓				✓		✓	
Technicians		✓			✓								✓			
Protective Services: Non-sworn		✓			✓		✓	✓	✓	✓	✓		✓		✓	
Administrative Support	✓	✓	✓		✓					✓	✓		✓			
Skilled Craft		✓			✓					✓						
Service/Maintenance		✓			✓				✓	✓	✓		✓			

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

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

Kelly Presley
[signature]

Chief Public Safety Legal Counsel

[title]

11-9-21

[date]

Step 4b: Narrative Underutilization Analysis

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, females and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

In reviewing the Utilization Analysis Chart (UAC) the EEO/AA Officer noted the following:

- 1) Asian Americans were underutilized in each category.
- 2) Women and minorities were underutilized in the Service Maintenance and Protective Services (Non-sworn) job categories.
- 3) Hispanic males were underutilized in the Skilled Craft Category.
- 4) White males were underutilized for Officials/Administrators and Administrative Support job categories.

This EEO/AA Officer compared the last EEOP Utilization Report completed in 2018 to this 2020 report to gauge the reduction in underutilization. One contributing factor in Fiscal 2020 that affected hiring and promoting was the pandemic (COVID-19), which limited our recruitment efforts. Notwithstanding, IDOC has improved its recruitment efforts by attending numerous job fairs and participating informational sessions to recruit potential candidates. Recruiters also conducted on-site interviews through outreach workshops with Cook County Workforce partnership, Workforce Innovation and Opportunity Act (WIOA) and work with the minority Employment Plan Commissions (African American, Asian, Hispanic and Native American) in planning outreach events to disseminate the information on our Outreach Workshops to their communities. During fiscal 2019 and 2020, recruiters attended over 200 job fairs and have continued to hold informational sessions and/or recruitment events virtually during the COVID-19 pandemic. The agency reached parity in our Protective Service category for women, African Americans, Asian Americans and Hispanics among four regions.

It is important to note that recruitment efforts are monitored by the Illinois Department of Human Rights (IDHR). IDHR's assessment is based on opportunities to hire/promote. Promotions and/or hires pursuant to the Collective Bargaining Agreement (CBA) are not considered "opportunities" as terms and conditions of the CBA govern the promotional process. For IDOC, "opportunities" to hire primarily exist in the category of Protective Service which includes the security staff within the correctional facilities. Of 12,642 employees, 8,454 are in the Protective Service job category. The Protective Service workers can promote or take a voluntary reduction into titles within any of the job categories as long as they have the requisite qualifications.

Moreover, positions that are not covered by a CBA are handled by Illinois Department of Central Management Services (CMS). CMS is an Illinois state agency who oversees the posting of all vacancies for positions in the state government agencies. CMS also handles the applicant

process, which includes scheduling and providing a “Grade” designating the applicant’s qualification for the position.

Presently, the agency does not employ staff in the category of Protective Service Sworn.