



Illinois State Board of Education

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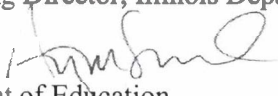
James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

Date: February 1, 2017

MEMORANDUM

TO: The Honorable John J. Cullerton, Senate President
The Honorable Jim Durkin, House Minority Leader
The Honorable Michael J. Madigan, Speaker of the House
The Honorable Christine Radogno, Senate Minority Leader
The Honorable Bruce Rauner, Governor
Janice Glenn, Acting Director, Illinois Department of Human Rights

FROM: Tony Smith, Ph.D. 
State Superintendent of Education

SUBJECT: 2017 African American, Asian American, and Hispanic American Employment Plans

The Illinois State Board of Education respectfully submits the 2017 African American, Asian American, and Hispanic American Employment Plans to the Governor, the General Assembly and the Illinois Department of Human Rights in order to fulfill the requirements of Public Acts 96-1341, 97-856, and 94-597.

ISBE, the state agency responsible for primary and secondary education, recognizes that it has a special obligation to practice and promote equality of opportunity in education and employment. One way to work toward this goal is to foster a diverse workforce at ISBE — a goal we work toward each and every day. By striving to employ a workforce that reflects Illinois' rich cultural diversity, ISBE can better serve all the people of Illinois. The African American, Asian American, and Hispanic American Employment Plans outline our efforts to meet this worthy goal.

If you have any questions regarding these reports, please contact Sarah Hatfield, Executive Director of Professional Capital, at (217) 782-6434.

cc: Tim Anderson, Secretary of the Senate
Timothy Mapes, Clerk of the House
Legislative Research Unit
State Government Report Center



Illinois State Board of Education

2017 African American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2017*

Employment Statistics for African American Employees
 Fiscal Year 2016 (as of June 30, 2016)

Region One - Chicago Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	15	3	20.00%
Professionals	51	16	31.37%
Office/Clerical	4	4	100%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	36	0	0.00%
Professionals	224	12	5.36%
Office/Clerical	60	3	5.00%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of African Americans Employed	Percentage of African Americans
Officials/Administrators	51	3	5.88%
Professionals	275	28	10.18%
Office/Clerical	64	7	10.94%
GRAND TOTAL	390	38	9.74%

Underutilization of African Americans
 Fiscal Year 2016 (as of June 30, 2016)

The Illinois State Board of Education (ISBE) was underutilized by one in the African American Official/Administrators category.

Budget allocation information for African American Employment Plan

The Human Resources and Labor Relations Division budget is \$315,000, excluding tuition reimbursement and salaries/benefits. This is used to support Human Resources activities and maintain a diverse work environment by recruiting minority candidates.

Strategies are in place to ensure administrative staff responsible for hiring, interviewing, and recruiting employees comply with the legislative mandates of the African American Employment Plan and ensure EEO guidelines are followed.

The ISBE Human Resources and Labor Relations Division has developed practices and procedures to regulate and document agency compliance with fair employment practices and affirmative action requirements in personnel and business affairs. ISBE monitors all personnel transactions for compliance with state and federal equal opportunity requirements pertaining to employee selection, promotion, grievances, discipline, evaluation, layoff, recall, and discharge. The Human Resources and Labor Relations Division identifies affirmative action staffing

deficiencies and makes hiring officials aware of those underutilizations. Human Resources and Labor Relations staff helps hiring officials to identify referral sources for qualified persons with disabilities, minority, and female applicants for agency positions.

The ISBE Human Resources and Labor Relations Division provides employees and administrative staff with information on Equal Employment Opportunity (EEO) principles, rights, and requirements through training and the distribution of materials. This includes, but is not limited to, the completion and distribution of yearly Affirmative Action Plans and African American, Hispanic American, and Asian American Employment Plans.

Strategies to increase selection, hiring, and promotion of African American employees

The ISBE Human Resources and Labor Relations Division actively works to encourage African American candidates to apply for positions with ISBE. ISBE publicly posts all external vacancy lists on our website and forwards external vacancy lists to educational institutions, workforce development organizations, and organizations such as the Illinois Association of Minorities in Government and the NAACP.

Internal vacancies are posted and all qualified employees are encouraged to apply.

A hiring or promotion monitor form is completed and monitored for every vacancy, both external and internal, by Human Resources and Labor Relations staff.

ISBE has not identified specific numerical goals, but will strive to increase the number of African Americans employed in supervisory, professional, and managerial positions and to increase the number of African American employees in all EEO job categories in its Springfield office (Region Seven). ISBE will attempt to achieve this goal by continuing its efforts to notify relevant recruitment sources and organizations of vacancies to assist in attracting qualified applicants.



Illinois State Board of Education

2017 Asian American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2017*

Employment Statistics for Asian American Employees
Fiscal Year 2016 (numbers as of June 30, 2016)

Region One - Chicago Office

EEO Category	Number of Employees in Category/Region	Asian American Employees in Category/Region	Percentage of Asian Americans
Officials/Administrators	15	1	6.67%
Professionals	51	8	15.69%
Office/Clerical	4	0	0.0%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	Asian American Employees in Category/Region	Percentage of Asian Americans
Officials/Administrators	36	2	5.56%
Professionals	224	11	4.91%
Office/Clerical	60	3	5.00%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Asian Americans Employed	Percentage of Asian Americans
Officials/Administrators	51	3	5.88%
Professionals	275	19	6.91%
Office/Clerical	64	3	4.69%
GRAND TOTAL	390	25	6.41%

Underutilization of Asian Americans

Fiscal Year 2016 (as of June 30, 2016)

The Illinois State Board of Education (ISBE) was not underutilized in the Asian American Equal Employment Opportunity (EEO) category

Budget allocation information for Asian American Employment Plan

The Human Resources and Labor Relations Division budget is \$315,000, excluding tuition reimbursement and salaries/benefits. This is used to support Human Resources activities and maintain a diverse work environment by recruiting minority candidates.

Strategies are in place to ensure administrative staff responsible for hiring, interviewing, and recruiting employees comply with the legislative mandates of the Asian American Employment Plan and ensure EEO guidelines are followed.

The ISBE Human Resources and Labor Relations Division has developed practices and procedures to regulate and document agency compliance with fair employment practices and affirmative action requirements in personnel and business affairs. ISBE monitors all personnel transactions for compliance with state and federal equal opportunity requirements pertaining to employee selection, promotion, grievances, discipline, evaluation, layoff, recall, and discharge.

The Human Resources and Labor Relations Division identifies affirmative action staffing deficiencies and makes hiring officials aware of those underutilizations. Human Resources and Labor Relations staff assists hiring officials to identify referral sources for qualified persons with disabilities, minority, and female applicants for agency positions.

The ISBE Human Resources and Labor Relations Division provides employees and administrative staff with information on EEO principles, rights, and requirements through training and the distribution of materials. This includes, but is not limited to, the completion and distribution of yearly Affirmative Action Plans and African American, Hispanic American, and Asian American Employment Plans.

Strategies to increase selection, hiring, and promotion of Asian American employees

The ISBE Human Resources and Labor Relations Division actively works to encourage Asian American candidates to apply for positions with ISBE. ISBE publicly posts all external vacancy lists on our website and forwards external vacancy lists to educational institutions, workforce development organizations, and organizations such as the Illinois Association of Minorities in Government and the Asian American Institute.

Internal vacancies are posted and all qualified employees are encouraged to apply.

A hiring or promotion monitor form is completed and monitored for every vacancy, both external and internal, by Human Resources and Labor Relations staff.

ISBE has not identified specific numerical goals, but will strive to increase the number of Asian Americans employed in supervisory, professional, and managerial positions across the agency and to increase the number of Asian American employees in all EEO job categories in its Springfield office (Region Seven). ISBE will attempt to achieve this goal by continuing its efforts to notify relevant recruitment sources and organizations of vacancies to assist in attracting qualified applicants.



Illinois State Board of Education

2017 Hispanic American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2017*

Employment Statistics for Hispanic American Employees
Fiscal Year 2016 (numbers as of June 30, 2016)

Region One - Chicago Office

EEO Category	Number of Employees in Category/Region	Hispanic American Employees in Category/Region	Percentage of Hispanic Americans
Officials/Administrators	15	3	20.00%
Professionals	51	4	7.84%
Office/Clerical	4	0	0.0%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	Hispanic American Employees in Category/Region	Percentage of Hispanic Americans
Officials/Administrators	36	0	0.0%
Professionals	224	8	3.57%
Office/Clerical	60	0	0.0%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Hispanic Americans Employed	Percentage of Hispanic Americans
Officials/Administrators	51	3	5.88%
Professionals	275	12	4.36%
Office/Clerical	64	0	0.0%
GRAND TOTAL	390	15	3.85%

Underutilization of Hispanic Americans

Fiscal Year 2016 (as of June 30, 2016)

The Illinois State Board of Education (ISBE) was not underutilized in the Hispanic American Equal Employment Opportunity (EEO) category

Budget allocation information for Hispanic American Employment Plan

The Human Resources and Labor Relations Division budget is \$315,000, excluding tuition reimbursement and salaries/benefits. This is used to support Human Resources activities and maintain a diverse work environment by recruiting minority candidates.

Strategies are in place to ensure administrative staff responsible for hiring, interviewing, and recruiting employees comply with the legislative mandates of the Hispanic American Employment Plan and ensure EEO guidelines are followed.

The ISBE Human Resources and Labor Relations Division has developed practices and procedures to regulate and document agency compliance with fair employment practices and affirmative action requirements in personnel and business affairs. ISBE monitors all personnel transactions for compliance with state and federal equal opportunity requirements pertaining to employee selection, promotion, grievances, discipline, evaluation, layoff, recall, and discharge.

The Human Resources and Labor Relations Division identifies affirmative action staffing deficiencies and makes hiring officials aware of those underutilizations. Human Resources and Labor Relations staff assists hiring officials to identify referral sources for qualified persons with disabilities, minority, and female applicants for agency positions.

The ISBE Human Resources and Labor Relations Division provides employees and administrative staff with information on EEO principles, rights, and requirements through training and the distribution of materials. This includes, but is not limited to, the completion and distribution of yearly Affirmative Action Plans and African American, Hispanic American, and Asian American Employment Plans.

Strategies to increase selection, hiring, and promotion of Hispanic American employees

The ISBE Human Resources and Labor Relations Division actively works to encourage Hispanic American candidates to apply for positions with ISBE. ISBE publicly posts all external vacancy lists on our website and forwards external vacancy lists to educational institutions, workforce development organizations, and organizations such as the Illinois Association of Minorities in Government, Illinois Association of Hispanic State Employees, and El Valor.

Internal vacancies are posted and all qualified employees are encouraged to apply.

A hiring or promotion monitor form is completed and monitored for every vacancy, both external and internal, by Human Resources and Labor Relations staff.

ISBE has not identified specific numerical goals, but will strive to increase the number of Hispanic Americans employed in supervisory, professional, and managerial positions and to increase the number of Hispanic American employees in all EEO job categories in its Springfield office (Region Seven). ISBE will attempt to achieve this goal by continuing its efforts to notify relevant recruitment sources and organizations of vacancies to assist in attracting qualified applicants.