



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Gery J. Chico
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

February 1, 2013

Dear General Assembly Member,

The Illinois State Board of Education (ISBE) recognizes that we have an obligation to promote equality in education and employment. In accordance with Public Acts 96-1341, 94-0597, and 97-0856, please find enclosed our African American, Hispanic American, and Asian American Employment Plans for 2013.

In addition to the employment plans, ISBE completes and executes an annual Affirmative Action Plan. Please note that ISBE is currently at parity in every Equal Employment Opportunity (EEO) reporting category for each affirmative action group. While we recognize our achievement, we continue to actively increase the number of qualified minority applicants hired and promoted at ISBE.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald W. Evans".

Donald W. Evans
Chief Operating Officer and
Director of Human Resources and Labor Relations
EEO and Affirmative Action Officer

A handwritten signature in black ink, appearing to read "Christopher A. Koch".

Christopher A. Koch, Ed.D.
State Superintendent of Education



Illinois State Board of Education

2013 African American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2013*

Employment Statistics for African American Employees

Fiscal Year 2012 (as of June 30, 2012)

Region One- Chicago Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	12	4	33%
Professionals	54	16	30%
Office/Clerical	5	4	80%

Region Seven- Springfield Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	29	1	3%
Professionals	254	17	7%
Office/Clerical	85	7	8%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of African Americans Employed	Percentage of African Americans
Officials/Administrators	41	5	12%
Professionals	308	33	11%
Office/Clerical	90	11	12%
GRAND TOTAL	439	49	11%

Underutilization of African Americans

Fiscal Year 2012 (as of June 30, 2012)

The Illinois State Board of Education (ISBE) was at parity in all EEO categories; no underutilization.

Budget allocation information for African American Employment Plan

The Human Resources and Labor Relations Division budget is \$114,500, 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 to ensure administrative staff responsible for hiring, interviewing, recruiting and ensuring equal employment opportunities are complying with the legislative mandates of the African American Employment Plan

The Illinois State Board of Education Human Resources and Labor Relations Division have 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 Illinois State Board of Education Human Resources and Labor Relations Division provide employees and administrative staff with information on equal employment opportunity 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, African American, Hispanic American, and Asian American Employment Plans.

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

The Illinois State Board of Education Human Resources and Labor Relations Division actively works to encourage African American candidates to apply for positions with ISBE. In addition to publicly posting all external vacancy lists on our website, ISBE 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.

For every vacancy, both external and internal, a hiring or promotion monitor is completed and monitored by Human Resources and Labor Relations staff. These monitors are reviewed by the Director of Human Resources and Labor Relations and the liaison with the Illinois Department of Human Rights bi-quarterly.



Illinois State Board of Education

2013 Hispanic American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2013*

Employment Statistics for Hispanic American Employees

Fiscal Year 2012 (numbers as of June 30, 2012)

Region One- Chicago Office

EEO Category	Number of Employees in Category/Region	Hispanic American Employees in Category/Region	Percentage of Hispanic Americans
Officials/Administrators	12	2	17%
Professionals	54	5	9%
Office/Clerical	5	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	29	0	0%
Professionals	254	7	3%
Office/Clerical	85	0	0%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Hispanic Americans Employed	Percentage of Hispanic Americans
Officials/Administrators	41	2	5%
Professionals	308	12	4%
Office/Clerical	90	0	0%
GRAND TOTAL	439	14	3%

Underutilization of Hispanic Americans

Fiscal Year 2012 (as of June 30, 2012)

The Illinois State Board of Education (ISBE) was at parity in all EEO categories; no underutilization.

Budget allocation information for Hispanic American Employment Plan

The Human Resources and Labor Relations Division budget is \$114,500, 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 to ensure administrative staff responsible for hiring, interviewing, recruiting and ensuring equal employment opportunities are complying with the legislative mandates of the Hispanic American Employment Plan

The Illinois State Board of Education Human Resources and Labor Relations Division have 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,

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

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

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Illinois State Board of Education

2013 Asian American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2013*

Employment Statistics for Asian American Employees

Fiscal Year 2012 (numbers as of June 30, 2012)

Region One- Chicago Office

EEO Category	Number of Employees in Category/Region	Asian American Employees in Category/Region	Percentage of Asian Americans
Officials/Administrators	12	0	0%
Professionals	54	6	11%
Office/Clerical	5	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	29	0	0%
Professionals	254	19	7%
Office/Clerical	85	2	2%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Asian Americans Employed	Percentage of Asian Americans
Officials/Administrators	41	0	0%
Professionals	308	25	8%
Office/Clerical	90	2	2%
GRAND TOTAL	439	27	6%

Underutilization of Asian Americans

Fiscal Year 2012 (as of June 30, 2012)

The Illinois State Board of Education (ISBE) was at parity in all EEO categories; no underutilization.

Budget allocation information for Asian American Employment Plan

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