



Illinois State Board of Education


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Darren Reisberg
Chair of the Board

Dr. Carmen I. Ayala
State Superintendent of Education

MEMORANDUM

TO: The Honorable William E. Brady, Senate Minority Leader
The Honorable Don Harmon, Senate President
The Honorable Jim Durkin, House Minority Leader
The Honorable Michael J. Madigan, Speaker of the House
The Honorable JB Pritzker, Governor

FROM: Dr. Carmen I. Ayala 
State Superintendent of Education

DATE: February 3, 2020

SUBJECT: Illinois State Board of Education Employment Plans FY 2020

The Illinois State Board of Education respectfully submits its 2020 African American, Asian American, Hispanic American, and Native American Employment Plans pursuant to Public Acts 96-1341, 97-856, and 94-597.

This report is transmitted on behalf of the State Superintendent of Education.

If you have any questions regarding these reports, please contact Amanda Elliott, Executive Director of Legislative Affairs, at (217) 782-4338.

cc: Tim Anderson, Secretary of the Senate
John W. Hollman, Clerk of the House
Legislative Research Unit
State Government Report Center



Illinois State Board of Education

African American Employment Plan FY 2020

*Respectfully submitted to the Illinois General Assembly
February 3, 2020*

Employment Statistics for African American Employees
Fiscal Year 2019 (as of June 30, 2019)

Region One - Chicago Office

Equal Employment Opportunity (EEO) Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	18	6	33.3%
Professionals	51	15	29.4%
Office/Clerical	4	2	50%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	50	1	2.0%
Professionals	244	13	5.3%
Office/Clerical	51	4	7.8%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of African Americans Employed	Percentage of African Americans
Officials/Administrators	68	7	10.3%
Professionals	295	28	9.5%
Office/Clerical	55	6	10.1%
GRAND TOTAL	418	41	9.8%

Underutilization of African Americans
Fiscal Year 2019 (as of June 30, 2019)

The Illinois State Board of Education (ISBE) was at parity in all African American EEO categories, with no underutilization.

Budget allocation information for African American Employment Plan

The Human Resources and Labor Relations Department expended budget for Fiscal Year 2019 was \$110,172.00, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2020 is \$14,718.00, 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 Departments 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 Departments 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 Departments provide 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 the annual Affirmative Action Plan 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 Departments actively works to encourage African American candidates to apply for positions with ISBE. ISBE notifies organizations such as: the Illinois Association of Minorities in Government, the National Urban League and the NAACP that our external vacancy lists can be found on our website and invites them to encourage their members and others to visit the site and submit applications.

Internal vacancies are posted on the agency intranet 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 managerial and professional positions and to increase the number of African American employees in all EEO job categories in its Springfield office (Region Seven). ISBE will focus our efforts to achieve this goal by continuing to notify African American recruitment sources and organizations of vacancies and participate in job fairs targeting African American communities to attract qualified applicants.



Illinois State Board of Education

Asian American Employment Plan FY 2020

*Respectfully submitted to the Illinois General Assembly
February 3, 2020*

Employment Statistics for Asian American Employees
Fiscal Year 2019 (numbers as of June 30, 2019)

Region One - Chicago Office

Equal Employment Opportunity (EEO) Category	Number of Employees in Category/Region	Asian American Employees in Category/Region	Percentage of Asian Americans
Officials/Administrators	18	1	5.6%
Professionals	51	5	9.8%
Office/Clerical	4	0	0.00%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	Asian American Employees in Category/Region	Percentage of Asian Americans
Officials/Administrators	50	2	4.0%
Professionals	244	17	7.0%
Office/Clerical	51	2	3.9%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Asian Americans Employed	Percentage of Asian Americans
Officials/Administrators	68	3	4.4%
Professionals	295	22	7.4%
Office/Clerical	55	2	3.6%
GRAND TOTAL	418	27	6.4%

Underutilization of Asian Americans
Fiscal Year 2019 (as of June 30, 2019)

The Illinois State Board of Education (ISBE) was at parity in all Asian American EEO categories, with no underutilization.

Budget allocation information for Asian American Employment Plan

The Human Resources and Labor Relations Department budget expended budget for Fiscal Year 2019 was \$10,172.00, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2020 is \$14,718.00, 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 Departments 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 Departments 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 Departments provide 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 the annual Affirmative Action Plan and the 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 Departments actively works to encourage Asian American candidates to apply for positions with ISBE. ISBE notifies organizations such as the Illinois Association of Minorities in Government that all external vacancy lists can be found on our website and invites them to encourage their members and others to visit the site and submit applications

Internal vacancies are posted on the agency intranet 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 continue to strive to increase the number of Asian Americans employed in managerial and professional 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 focus our effort to achieve this goal by continuing to notify relevant recruitment sources and professional organizations of vacancies to assist in attracting qualified applicants.



Illinois State Board of Education

Hispanic American Employment Plan FY 2020

*Respectfully submitted to the Illinois General Assembly
February 3, 2020*

Employment Statistics for Hispanic American Employees
Fiscal Year 2018 (numbers as of June 30, 2019)

Region One - Chicago Office

Equal Employment Opportunity (EEO) Category	Number of Employees in Category/Region	Hispanic American Employees in Category/Region	Percentage of Hispanic Americans
Officials/Administrators	18	3	16.7%
Professionals	51	7	13.7%
Office/Clerical	4	1	25.00%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	Hispanic American Employees in Category/Region	Percentage of Hispanic Americans
Officials/Administrators	50	0	0.0%
Professionals	244	6	2.45%
Office/Clerical	51	0	0.0%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Hispanic Americans Employed	Percentage of Hispanic Americans
Officials/Administrators	68	3	4.41%
Professionals	295	13	4.40%
Office/Clerical	55	1	1.81%
GRAND TOTAL	418	17	4.06%

Underutilization of Hispanic Americans

Fiscal Year 2019 (as of June 30, 2019)

The Illinois State Board of Education (ISBE) was at parity in all Hispanic American EEO categories, with no underutilization.

Budget allocation information for Hispanic American Employment Plan

The Human Resources and Labor Relations Department expended budget for Fiscal Year 2019 was \$10,172.00, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2020 is \$14,718.00, 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 Departments 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 Departments 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 Departments provide 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 the annual Affirmative Action Plan 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 Departments actively works to encourage Hispanic American candidates to apply for positions with ISBE. ISBE notifies organizations such as the Illinois Association of Minorities in Government and the Illinois Association of Hispanic State Employees that all external vacancy lists can be found on our website and invite them to encourage their members and others to visit the site and submit applications

Internal vacancies are posted on the ISBE intranet 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 continue to strive to increase the number of Hispanic Americans employed in managerial and professional positions and to increase the number of Hispanic American employees in all EEO job categories in its Springfield office (Region Seven). ISBE will focus efforts to achieve this goal by continuing to notify relevant recruitment sources and organizations of vacancies to assist in attracting qualified applicants. ISBE participated in a State employment job fair sponsored by the Illinois Association of Hispanic employees in the Pilsen neighborhood.



Illinois State Board of Education

Native American Employment Plan FY 2020

*Respectfully submitted to the Illinois General Assembly
February 3, 2020*

Employment Statistics for Native American Employees

Fiscal Year 2019 (as of June 30, 2019)

Region One - Chicago Office

Equal Employment Opportunity (EEO) Category	Number of Employees in Category/Region	Native American Employees in Category/Region	Percentage of Native Americans
Officials/Administrators	18	0	0%
Professionals	51	0	0%
Office/Clerical	4	0	0%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	Native American Employees in Category/Region	Percentage of Native Americans
Officials/Administrators	50	0	0%
Professionals	244	0	0%
Office/Clerical	51	0	0%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Native Americans Employed	Percentage of Native Americans
Officials/Administrators	68	0	0%
Professionals	295	0	0%
Office/Clerical	55	0	0%
GRAND TOTAL	418	0	0%

Underutilization of Native Americans

Fiscal Year 2019 (as of June 30, 2019)

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

Budget allocation information for Native American Employment Plan

The Human Resources and Labor Relations Department expended budget for Fiscal Year 2019 was \$110,172.00, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2020 is \$14,718.00, 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 Native American Employment Plan and ensure EEO guidelines are followed.

The ISBE Human Resources and Labor Relations Departments 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 Departments 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 Departments provide 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 the annual Affirmative Action Plan and African American, Hispanic American, Asian American plans and beginning this year the Native American Employment Plan.

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

The ISBE Human Resources and Labor Relations Departments will focus efforts to encourage Native American candidates to apply for positions with ISBE. ISBE will notify the American Indian Center, the National Native American Bar Association, the American Indian Graduate Center and other organizations that all external vacancy lists can be found on our website and invite them to encourage their members and others to visit the site and submit applications.

Internal vacancies are posted on the agency intranet 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 focus our efforts to increase the number of Native Americans employed in managerial and professional positions and to increase the number of Native American employees in all EEO job categories in both office locations. ISBE will continue to notify relevant recruitment sources and professional organizations of vacancies and participate in job fairs targeting Native American communities to attract qualified applicants.