



Illinois State Board of Education

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

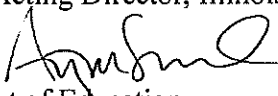
James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

Date: January 31, 2019

MEMORANDUM

TO: The Honorable JB Pritzker, Governor
The Honorable John J. Cullerton, Senate President
The Honorable William E. Brady, Senate Minority Leader
The Honorable Michael J. Madigan, Speaker of the House
The Honorable Jim Durkin, House Minority Leader
James L. Bennett, Acting Director, Illinois Department of Human Rights

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

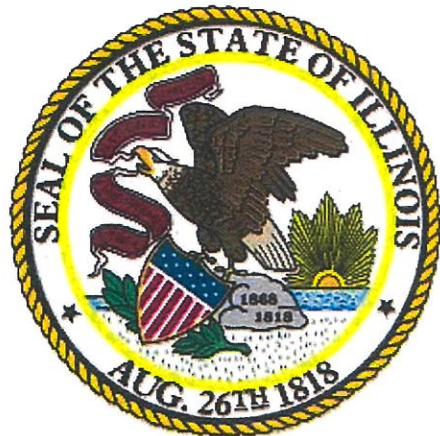
SUBJECT: 2019 African American, Asian American, and Hispanic American Employment Plans

The Illinois State Board of Education respectfully submits the 2019 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 Amanda Elliott at (217) 782-6510.

cc: Secretary of the Senate
Clerk of the House
Legislative Research Unit
State Government Report Center



Illinois State Board of Education

*2019 African American
Employment Plan*

*Respectfully submitted to the Illinois General Assembly
February 1, 2019*

Employment Statistics for African American Employees
Fiscal Year 2018 (as of June 30, 2018)

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	17	5	29.41%
Professionals	42	12	28.57%
Office/Clerical	4	3	75%

Region Seven - Springfield Office

EEO Category	Number of Employees in Category/Region	African American Employees in Category/Region	Percentage of African Americans
Officials/Administrators	52	1	1.92%
Professionals	225	8	3.56%
Office/Clerical	52	3	5.77%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of African Americans Employed	Percentage of African Americans
Officials/Administrators	69	6	8.70%
Professionals	267	20	7.49%
Office/Clerical	56	6	10.71%
GRAND TOTAL	392	32	8.16%

Underutilization of African Americans

Fiscal Year 2018 (as of June 30, 2018)

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 Division expended budget for Fiscal Year 2018 was \$14,717.97, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2019 is \$45,700, 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 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.

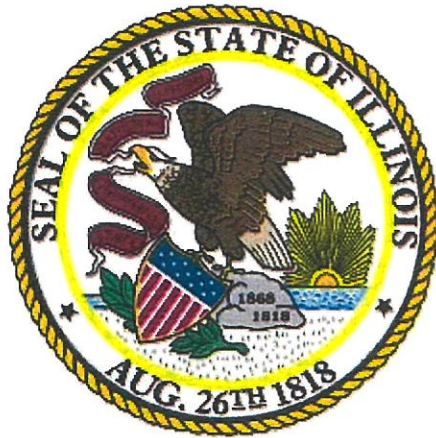
Strategies to increase selection, hiring, and promotion of African American employees

The ISBE Human Resources and Labor Relations Division actively works to encourage African American candidates to apply for positions with ISBE. ISBE notifies organizations such as the Illinois Association of Minorities in Government and the NAACP 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 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

2019 Asian American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2019*

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

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	17	1	5.88%
Professionals	42	6	14.29%
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	52	1	1.92%
Professionals	225	15	6.67%
Office/Clerical	52	2	3.85%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Asian Americans Employed	Percentage of Asian Americans
Officials/Administrators	69	2	2.90%
Professionals	267	21	7.87%
Office/Clerical	56	2	3.57%
GRAND TOTAL	392	25	6.38%

Underutilization of Asian Americans

Fiscal Year 2018 (as of June 30, 2018)

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 Division budget expended budget for Fiscal Year 2018 was \$14,717.97, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2019 is \$45,700, 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.

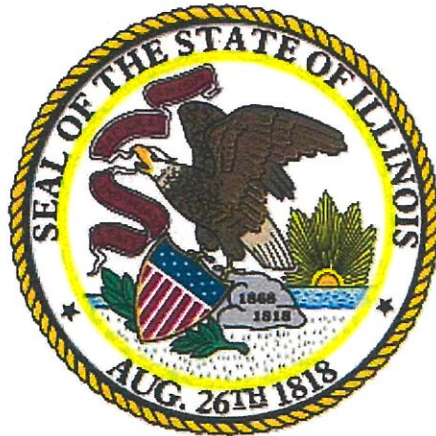
Strategies to increase selection, hiring, and promotion of Asian American employees

The ISBE Human Resources and Labor Relations Division actively works to encourage Asian American candidates to apply for positions with ISBE. ISBE 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 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

2019 Hispanic American Employment Plan

*Respectfully submitted to the Illinois General Assembly
February 1, 2019*

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

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	17	3	17.65%
Professionals	42	4	9.52%
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	52	0	0.0%
Professionals	225	5	2.22%
Office/Clerical	52	0	0.0%

GRAND TOTAL

EEO Category	Total Number of Employees	Total Number of Hispanic Americans Employed	Percentage of Hispanic Americans
Officials/Administrators	69	3	4.35%
Professionals	267	9	3.37%
Office/Clerical	56	1	1.79%
GRAND TOTAL	392	13	3.32%

Underutilization of Hispanic Americans
Fiscal Year 2018 (as of June 30, 2018)

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 Division expended budget for Fiscal Year 2018 was \$14,717.97, excluding tuition reimbursement and salaries/benefits. The budget for Fiscal Year 2019 is \$45,700, 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 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 invites them to encourage their members and others to visit the site and submit applications

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.