




## **MEMORANDUM**

**TO:** The Honorable JB Pritzker, Governor  
The Honorable Jim Durkin, House Minority Leader  
The Honorable Don Harmon, Senate President  
The Honorable Dan McConchie, Senate Minority Leader  
The Honorable Emanuel “Chris” Welch, Speaker of the House

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

**DATE:** February 28, 2022

**SUBJECT:** Illinois State Board of Education Employment Plans FY21

The Illinois State Board of Education respectfully submits its 2021 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. For additional copies of this report or for more specific information, please contact Amanda Elliott, Executive Director, Legislative Affairs at (217) 782-6510 or [aelliott@isbe.net](mailto:aelliott@isbe.net).

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

## FY2021 African American Employment Plan

Per Public Act 94-0597, each state agency is required to report their activities in implementing the State African American Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

\* 1. Agency: **Illinois State Board of Education**

\* 2. Agency Information:

Agency Director or Secretary: Dr. Carmen I. Ayala, State Superintendent

Name of Individual Completing Survey: Edward Graham

Individual's Working Title: Director of Legal Counsel/EEO/AA Officer

Individual's Phone Number: (312) 814-5996

Individual's Mailing Address: 555 West Monroe Street  
Chicago, IL 60661

Individual's Email Address: [egraham@isbe.net](mailto:egraham@isbe.net)

\*3. As of June 30, 2021, provide the number of African Americans employed within each of the following EEO categories:

Officials and Administrators: 7

Professionals: 41

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 8

Skilled Craft: 0

Service Maintenance: 0

\*4. As of June 30, 2021, provide the number of employees in Spanish-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*5. As of June 30, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>77</u>
Professionals:	<u>341</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>58</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*6. As of June 30, 2021, provide the total number of agency employees; includes full-time.

476

\*7. As of June 30, 2021, provide the underutilization for African Americans by

category: Officials and Administrators: 0

Professionals: 0

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 0

Skilled Craft: 0

Service Maintenance: 0

\*8. Were there any increases or decreases in the number of African American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

**FY20: 45 African Americans**

**FY21: 53 African Americans**

**ISBE increased its headcount by 8 African American employees in FY21. ISBE is at parity in all job categories for African American employees.**

\* 9. Does your agency provide budget allocations for African American Employment Programs? Additionally, has your agency established a budget for Bilingual program(s)? If yes, provide FY'2021 budget allocation for each of these programs:

**Not Applicable**

**ISBE actively recruits African American candidates in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including African American candidates are selected.**

\*10. How many Human Resources staff does your agency have?

13

\*11. How many those Human Resources staff are minorities?

4

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

75

\*13. Please list the position titles.

ADMINISTRATIVE ASSISTANT III

ASSISTANT LEGAL COUNSEL

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

INTERNAL AUDITOR I

INTERNAL AUDITOR III

LABOR/LEGAL SPECIALIST

LEGAL OFFICER

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SENIOR MANAGER

SPECIAL ASSISTANT

SUPERVISOR

\*14. How many of the employees who vacated your agency during FY'2021 were African American?

13

\*15. Please include job titles that were vacated by African Americans?

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

PRINCIPAL CONSULTANT

\*16. How many new employees were hired during FY'2021? Includes new hires and promotions.

135

\*17. List the position titles.

ASSISTANT LEGAL COUNSEL

BUDGET ANALYST

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

FISCAL SPECIALIST III

HUMAN RESOURCES SPECIALIST

INTERNAL AUDITOR III

LEGAL AFFAIRS SPECIALIST

LICENSURE RECRUITMENT COORDINATOR

POLICY ANALYST

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST I

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SPECIAL ASSISTANT

SUPERVISOR

\*18. How many new employees (as defined in Question #16) hired in FY'2021 were African American?

24

\*19. List Promotional programs that provide African American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the African American community and your African American employees:

**ISBE offers internal and external training opportunities so employees could enhance their professional skills. Tuition reimbursement is available for ISBE employees to continue their education to advance their professional skills and mobility within the Office.**

\*20. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

1

\* 21. If your agency employed student workers / interns in FY'2021, how many were African American?

0

\*22. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed? **ISBE is at parity in all job categories.**

**The EEO Officer monitored the agency's affirmative action performance: implemented the guidelines of the AA plan; reported on a quarterly basis to Illinois Department of Human Rights; regular monitored of hires and promotions, conferred with hiring personnel and other management regarding the agency's policies; advised personnel managers of the agency's underutilization.**

\*23. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*24. List all agency activities undertaken in implementing the State African American Employment Plan; African American employment strategies (recruitment, internships, community linkages, development of aAfrican American Employment Recruitment Plan):

**ISBE recruitment efforts include providing agencies and organizations that target the African American community with information regarding our application process and specific job opportunities within ISBE. The Human Resources department sends EEO notices to agencies that serve the African American**

community in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including African American candidates are selected. Additionally, the agency posts the application process and procedures on the internet, including the interoffice SharePoint system. The agency uses on-line services such as Indeed, LinkedIn, and Facebook and Twitter to announce the availability of a job. Whenever possible, ISBE Human Resources staff travel throughout the State to participate in job fairs, employment conferences and workshops that target or are sponsored by minority communities and organizations.

ISBE has created a policy regarding the establishment of interview teams In an effort to expand on our diverse workforce. The interview team should consist of at least three members: the hiring manager, an exempt staff identified by the hiring manager (another Director within Center, Dept. Supervisor, Projects Administrator, etc.), and an HR representative identified by HR at a later date. If the hiring manager or exempt staff are not members of an Affirmative Action group, the hiring manager will need to select someone for the third slot.

\*25. How many veterans were hired externally during FY'2021?

Do not track Veterans Status


\*26. How many were African American veterans?

Not Applicable



## CERTIFICATION

I hereby certify that this completed survey represents the African American Employment Plan Survey of this agency and that the agency head read and approved these responses.

A handwritten signature in blue ink, appearing to read "Edward M. [unclear]", is written over a faint yellow rectangular background.

## FY2021 Asian Employment Plan

Per Public Act 94-0597, each state agency is required to report their activities in implementing the State Asian Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

\* 1. Agency: **Illinois State Board of Education**

\* 2. Agency Information:

Agency Director or Secretary: Dr. Carmen I. Ayala, State Superintendent

Name of Individual Completing Survey: Edward Graham

Individual's Working Title: Director of Legal Counsel/EEO/AA Officer

Individual's Phone Number: (312) 814-5996

Individual's Mailing Address: 555 West Monroe Street  
Chicago, IL 60661

Individual's Email Address: [egraham@isbe.net](mailto:egraham@isbe.net)

\*3. As of June 30, 2021, provide the number of Asians employed within each of the following EEO categories:

Officials and Administrators: 3

Professionals: 27

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 2

Skilled Craft: 0

Service Maintenance: 0

\*4. As of June 30, 2021, provide the number of employees in Spanish-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*5. As of June 30, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>77</u>
Professionals:	<u>341</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>58</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*6. As of June 30, 2021, provide the total number of agency employees; includes full-time.

476

\*7. As of June 30, 2021, provide the underutilization for Asians by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*8. Were there any increases or decreases in the number of Asian employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

**FY20: 30 Asian**

**FY21: 32 Asian**

**ISBE increased its headcount by 2 Asian employees in FY21. ISBE is at parity in all job categories for Asian employees.**

\* 9. Does your agency provide budget allocations for Asian Employment Programs? Additionally, has your agency established a budget for Bilingual program(s)? If yes, provide FY'2021 budget allocation for each of these programs:

**Not Applicable**

**ISBE actively recruits Asian candidates in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Asian candidates are selected.**

\*10. How many Human Resources staff does your agency have?

13

\*11. How many those Human Resources staff are minorities?

4

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

75

\*13. Please list the position titles.

ADMINISTRATIVE ASSISTANT III

ASSISTANT LEGAL COUNSEL

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

INTERNAL AUDITOR I

INTERNAL AUDITOR III

LABOR/LEGAL SPECIALIST

LEGAL OFFICER

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SENIOR MANAGER

SPECIAL ASSISTANT

SUPERVISOR

\*14. How many of the employees who vacated your agency during FY'2021 were Asian?

4

\*15. Please include job titles that were vacated by Asians.

PRINCIPAL CONSULTANT

PROJECT ADMINISTRATOR

PROJECT MANAGER

\*16. How many new employees were hired during FY'2021? Includes new hires and promotions.

135

\*17. List the position titles.

ASSISTANT LEGAL COUNSEL

BUDGET ANALYST

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

FISCAL SPECIALIST III

HUMAN RESOURCES SPECIALIST

INTERNAL AUDITOR III

LEGAL AFFAIRS SPECIALIST

LICENSURE RECRUITMENT COORDINATOR

POLICY ANALYST

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST I

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SPECIAL ASSISTANT

SUPERVISOR

\*18. How many new employees (as defined in Question #16) hired in FY'2021 were Asian?

6

\*19. List Promotional programs that provide Asian employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the Asian community and your Asian employees:

**ISBE offers internal and external training opportunities so employees could enhance their professional skills. Tuition reimbursement is available for ISBE employees to continue their education to advance their professional skills and mobility within the Office.**

\*20. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

1

\* 21. If your agency employed student workers / interns in FY'2021, how many were Asian?

0

\*22. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed? **ISBE is at parity in all job categories.**

**The EEO Officer monitored the agency's affirmative action performance: implemented the guidelines of the AA plan; reported on a quarterly basis to Illinois Department of Human Rights; regularly monitored of hires and promotions, conferred with hiring personnel and other management regarding the agency's policies; advised personnel managers of the agency's underutilization.**

\*23. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*24. List all agency activities undertaken in implementing the State Asian Employment Plan; Asian employment strategies (recruitment, internships, community linkages, development of an Asian Employment Recruitment Plan):

**ISBE recruitment efforts include providing agencies and organizations that target the Asian community with information regarding our application process and specific job opportunities within ISBE. The Human Resources department sends EEO notices to agencies that serve the Asian community in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Asian candidates are selected. Additionally, the agency posts the application process and procedures on the internet, including the interoffice SharePoint system. The agency uses**

on-line services such as Indeed, LinkedIn, and Facebook and Twitter to announce the availability of a job. Whenever possible, ISBE Human Resources staff travel throughout the State to participate in job fairs, employment conferences and workshops that target or are sponsored by minority communities and organizations.

ISBE has created a policy regarding the establishment of interview teams In an effort to expand on our diverse workforce. The interview team should consist of at least three members: the hiring manager, an exempt staff identified by the hiring manager (another Director within Center, Dept. Supervisor, Projects Administrator, etc.), and an HR representative identified by HR at a later date. If the hiring manager or exempt staff are not members of an Affirmative Action group, the hiring manager will need to select someone for the third slot.

\*25. How many veterans were hired externally during FY'2021?

**Do not track Veterans status**

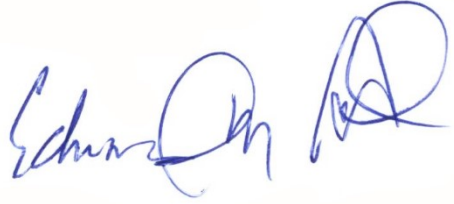
\*26. How many were Asian veterans?

**Not Applicable**



## CERTIFICATION

I hereby certify that this completed survey represents the Asian Employment Plan Survey of this agency and that the agency head read and approved these responses.

A handwritten signature in blue ink, appearing to read "Edmund M. [unclear]", is written on a light-colored rectangular background.

## FY2021 Hispanic Employment Plan

Per Public Act 94-0597, each state agency is required to report their activities in implementing the State Hispanic Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

\* 1. Agency: **Illinois State Board of Education**

\* 2. Agency Information:

Agency Director or Secretary: Dr. Carmen I. Ayala, State Superintendent

Name of Individual Completing Survey: Edward Graham

Individual's Working Title: Director of Legal Counsel/EEO/AA Officer

Individual's Phone Number: (312) 814-5996

Individual's Mailing Address: 555 West Monroe Street  
Chicago, IL 60661

Individual's Email Address: [egraham@isbe.net](mailto:egraham@isbe.net)

\*3. As of June 30, 2021, provide the number of Hispanics employed within each of the following EEO categories:

Officials and Administrators: 10

Professionals: 12

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 3

Skilled Craft: 0

Service Maintenance: 0

\*4. As of June 30, 2021, provide the number of employees in Spanish-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*5. As of June 30, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>77</u>
Professionals:	<u>341</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>58</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*6. As of June 30, 2021, provide the total number of agency employees; includes full-time.

476

\*7. As of June 30, 2021, provide the underutilization for Hispanics by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*8. Were there any increases or decreases in the number of Hispanic employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

**FY20: 19 Hispanics**

**FY21: 25 Hispanics**

**ISBE increased its headcount by 6 Hispanic American employees in FY21. ISBE is at parity in all job categories for Hispanic American employees.**

\* 9. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY'2021 budget allocation for each of these programs:

**ISBE actively recruits Hispanic candidates in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Hispanic candidates are selected.**

\*10. How many Human Resources staff does your agency have?

13

\*11. How many those Human Resources staff are minorities?

4

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

75

\*13. Please list the position titles.

ADMINISTRATIVE ASSISTANT III

ASSISTANT LEGAL COUNSEL

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

INTERNAL AUDITOR I

INTERNAL AUDITOR III

LABOR/LEGAL SPECIALIST

LEGAL OFFICER

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SENIOR MANAGER

SPECIAL ASSISTANT

SUPERVISOR

\*14. How many of the employees who vacated your agency during FY'2021 were Hispanic?

5

\*15. Please include job titles that were vacated by Hispanics.

ADMINISTRATIVE ASSISTANT III

ASSISTANT LEGAL COUNSEL

INTERNAL AUDITOR III

PRINCIPAL CONSULTANT

\*16. How many new employees were hired during FY'2021? Includes new hires and promotions.

135

\*17. List the position titles.

ASSISTANT LEGAL COUNSEL

BUDGET ANALYST

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

FISCAL SPECIALIST III

HUMAN RESOURCES SPECIALIST

INTERNAL AUDITOR III

LEGAL AFFAIRS SPECIALIST

LICENSURE RECRUITMENT COORDINATOR

POLICY ANALYST

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST I

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SPECIAL ASSISTANT

SUPERVISOR

\*18. How many new employees (as defined in Question #16) hired in FY'2021 were Hispanic?

11

\*19. List Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the Hispanic community and your Hispanic employees:

**ISBE offers internal and external training opportunities so employees could enhance their professional skills. Tuition reimbursement is available for ISBE employees to continue their education to advance their professional skills and mobility within the Office.**

\*20. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

1

\* 21. If your agency employed student workers / interns in FY'2021, how many were Hispanic?

0

\*22. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed?

**The EEO Officer monitored the agency's affirmative action performance: implemented the guidelines of the AA plan; reported on a quarterly basis to Illinois Department of Human Rights; regular monitored of hires and promotions, conferred with hiring personnel and other management regarding the agency's policies; advised personnel managers of the agency's underutilization.**

\*23. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*24. List all agency activities undertaken in implementing the State Hispanic Employment Plan; Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**ISBE recruitment efforts include providing agencies and organizations that target the Hispanic community with information regarding our application process and specific job opportunities within ISBE. The Human Resources department sends EEO notices to agencies that serve the Hispanic community in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Hispanic candidates are selected. Additionally, the agency posts the application process and procedures on the internet, including the interoffice SharePoint system. The agency uses on-line services such as Indeed, LinkedIn, and Facebook and Twitter to announce the availability of**

**a job. Whenever possible, ISBE Human Resources staff travel throughout the State to participate in job fairs, employment conferences and workshops that target or are sponsored by minority communities and organizations.**

**ISBE has created a policy regarding the establishment of interview teams In an effort to expand on our diverse workforce. The interview team should consist of at least three members: the hiring manager, an exempt staff identified by the hiring manager (another Director within Center, Dept. Supervisor, Projects Administrator, etc.), and an HR representative identified by HR at a later date. If the hiring manager or exempt staff are not members of an Affirmative Action group, the hiring manager will need to select someone for the third slot.**

\*25. How many veterans were hired externally during FY'2021?

**ISBE does not track this data**

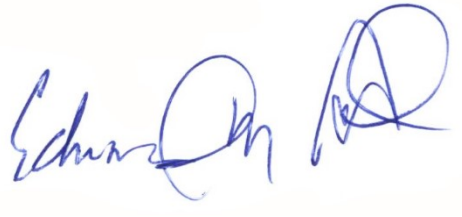
\*26. How many were Hispanic veterans?

**Not Applicable**



## CERTIFICATION

I hereby certify that this completed survey represents the Hispanic Employment Plan Survey of this agency and that the agency head read and approved these responses.

A handwritten signature in blue ink, appearing to read "Edmund M. [unclear]", is written on a light-colored rectangular background.

## FY2021 Native American Employment Plan

Per Public Act 94-0597, each state agency is required to report their activities in implementing the State Native American Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

\* 1. Agency: **Illinois State Board of Education**

\* 2. Agency Information:

Agency Director or Secretary: Dr. Carmen I. Ayala, State Superintendent

Name of Individual Completing Survey: Edward Graham

Individual's Working Title: Director of Legal Counsel/EEO/AA Officer

Individual's Phone Number: (312) 814-5996

Individual's Mailing Address: 555 West Monroe Street  
Chicago, IL 60661

Individual's Email Address: [egraham@isbe.net](mailto:egraham@isbe.net)

\*3. As of June 30, 2021, provide the number of Native Americans employed within each of the following EEO categories:

Officials and Administrators: 0

Professionals: 1

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 0

Skilled Craft: 0

Service Maintenance: 0

\*4. As of June 30, 2021, provide the number of employees in Spanish-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*5. As of June 30, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>77</u>
Professionals:	<u>341</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>58</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*6. As of June 30, 2021, provide the total number of agency employees; includes full-time.

476

\*7. As of June 30, 2021, provide the underutilization for Native Americans by

category: Officials and Administrators: 0

Professionals: 0

Technicians: 0

Protective Services: 0

Para-Professionals: 0

Administrative Support: 0

Skilled Craft: 0

Service Maintenance: 0

\*8. Were there any increases or decreases in the number of Native American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

**FY20: 1 Native American**

**FY21: 1 Native American**

**ISBE increased its headcount by 1 Native American employee in FY21. ISBE is at parity in all job categories for Asian employees.**

\* 9. Does your agency provide budget allocations for Native American Employment Programs? Additionally, has your agency established a budget for Bilingual program(s)? If yes, provide FY'2021 budget allocation for each of these programs:

**Not Applicable**

**ISBE actively recruits Native American candidates in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Native American candidates are selected.**

\*10. How many Human Resources staff does your agency have?

13

\*11. How many those Human Resources staff are minorities?

4

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

75

\*13. Please list the position titles.

ADMINISTRATIVE ASSISTANT III

ASSISTANT LEGAL COUNSEL

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

INTERNAL AUDITOR I

INTERNAL AUDITOR III

LABOR/LEGAL SPECIALIST

LEGAL OFFICER

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SENIOR MANAGER

SPECIAL ASSISTANT

SUPERVISOR

\*14. How many of the employees who vacated your agency during FY'2021 were Native American?

0

\*15. Please include job titles that were vacated by Native Americans.

**Not applicable.**

\*16. How many new employees were hired during FY'2021? Includes new hires and promotions.

135

\*17. List the position titles.

ASSISTANT LEGAL COUNSEL

BUDGET ANALYST

CONSULTANT

DIRECTOR

EXECUTIVE DIRECTOR

FISCAL SPECIALIST III

HUMAN RESOURCES SPECIALIST

INTERNAL AUDITOR III

LEGAL AFFAIRS SPECIALIST

LICENSURE RECRUITMENT COORDINATOR

POLICY ANALYST

PRINCIPAL CONSULTANT

PROGRAM SPECIALIST I

PROGRAM SPECIALIST II

PROJECT MANAGER

PROJECTS ADMINISTRATOR

SENIOR HUMAN RESOURCES SPECIALIST

SPECIAL ASSISTANT

SUPERVISOR

\*18. How many new employees (as defined in Question #16) hired in FY'2021 were Native American?

1

\*19. List Promotional programs that provide Native American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the Native American community and your Native American employees:

**ISBE offers internal and external training opportunities so employees could enhance their professional skills. Tuition reimbursement is available for ISBE employees to continue their education to advance their professional skills and mobility within the Office.**

\*20. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

1

\* 21. If your agency employed student workers / interns in FY'2021, how many were Native American?

0

\*22. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed? **ISBE is at parity in all job categories.**

**The EEO Officer monitored the agency's affirmative action performance: implemented the guidelines of the AA plan; reported on a quarterly basis to Illinois Department of Human Rights; regular monitored of hires and promotions, conferred with hiring personnel and other management regarding the agency's policies; advised personnel managers of the agency's underutilization.**

\*23. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*24. List all agency activities undertaken in implementing the State Native American Employment Plan; Native American employment strategies (recruitment, internships, community linkages, development of a Native American Employment Recruitment Plan):

**ISBE recruitment efforts include providing agencies and organizations that target the Native American community with information regarding our application process and specific job opportunities within ISBE. The Human Resources department sends EEO notices to agencies that**

serve the Native American community in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Asian candidates are selected. Additionally, the agency posts the application process and procedures on the internet, including the interoffice SharePoint system. The agency uses on-line services such as Indeed, LinkedIn, Facebook and Twitter to announce the availability of a job. Whenever possible, ISBE Human Resources staff travel throughout the State to participate in job fairs, employment conferences and workshops that target or are sponsored by minority communities and organizations.

ISBE has created a policy regarding the establishment of interview teams In an effort to expand on our diverse workforce. The interview team should consist of at least three members: the hiring manager, an exempt staff identified by the hiring manager (another Director within Center, Dept. Supervisor, Projects Administrator, etc.), and an HR representative identified by HR at a later date. If the hiring manager or exempt staff are not members of an Affirmative Action group, the hiring manager will need to select someone for the third slot.

\*25. How many veterans were hired externally during FY'2021?

**Do not track Veteran Data**


\*26. How many were Native American veterans?

**Not Applicable**



## CERTIFICATION

I hereby certify that this completed survey represents the Native American Employment Plan Survey of this agency and that the agency head read and approved these responses.

A handwritten signature in blue ink, appearing to read "Edward M. [unclear]", is written on a light yellow background.