

**OFFICE  
OF  
THE  
ILLINOIS  
STATE  
TREASURER**

**FISCAL YEAR  
2021**

**AFFIRMATIVE  
ACTION PLAN**

# **SECTION ONE**

**EQUAL EMPLOYMENT OPPORTUNITY /  
AFFIRMATIVE ACTION PROGRAM CERTIFICATION**

Agency: Office of the Illinois State Treasurer

Address: 100 W. Randolph Street, #15-600  
Chicago, Illinois 60601

Telephone number: 312.814.5668  
866.877.6013 TTY

Chief executive Officer: Michael Frerichs

EEO/AA Officer: Aimee A. Pine

This is to certify that the attached document represents the Equal Employment Opportunity / Affirmative Action Program of this agency.

  
Michael Frerichs

Treasurer

10.01.2020

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Signature

Chief Executive Officer

Date



Chief Operating Officer

10.01.2020

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Signature

EEO/AA Officer

Date

## STATE TREASURER'S POLICY STATEMENT

The Office of the Illinois State Treasurer is committed to providing equal employment opportunities (EEO). It is the belief of this office that equal opportunity, including fair and consistent treatment of all individuals, is necessary for the maximum utilization of human resources. In keeping with this belief, and in accordance with equal employment opportunity laws at the local, state and federal levels, it is the policy of the Office of the Illinois State Treasurer to consider all applicants for employment without regard to race, color religion, sex, national origin/ancestry, age, marital status, military status, unfavorable discharge from military service, citizenship status, arrest record, sexual orientation, political affiliation, union affiliation, height, weight, or disability that is unrelated to the employee's or applicant's ability to perform the primary functions of the job. This policy includes any other basis declared to be unlawful discrimination under the Illinois Human Rights Act.

The Office of the Illinois State Treasurer's EEO policy applies to every aspect of employment, including but not limited to recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force and termination.

  
Michael Frerichs

Treasurer

10.01.2020

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Signature

Chief Executive Officer

Date

## **AGENCY PROFILE**

The Office of the Illinois State Treasurer (Treasurer's Office) is dedicated to protecting the State's portfolio, ensuring the liquidity of all investments, and consistently producing earnings at or above industry standards. Our investment decisions promote education, access, and opportunity for individuals and governmental bodies across the State to give families the tools to achieve the American Dream. The Treasurer's Office is committed to fulfilling this mission in a highly professional and ethical manner, while striving for transparency, efficiency, and preservation of public trust.

The Treasurer is the state's chief investment officer, acting as both custodian and investor of State funds. The Treasurer's Office invests the State's portfolio in a variety of investment securities to provide protection of principal, ensure the necessary liquidity to pay the State's financial obligations and earn returns in excess of the benchmarks.

State holdings are not the only funds that the Treasurer invests. Local governments participate in the Illinois Funds, a portfolio administrated by the Treasurer that enables them to obtain competitive rates of return, enhanced services, and lower fees for their public funds. In conjunction with Illinois Funds, the Treasurer's Office offers the E-Pay program. E-Pay is a safe and secure electronic payment program offered to Illinois Funds participants that allows constituents to pay bills over the counter, online or by phone with credit cards, debit cards and/or electronic checks.

In addition, the Treasurer is the Administrator of the college savings plans, Bright Start and Bright Directions. These college savings programs offer families a tax-advantaged way to save for college through numerous investment options.

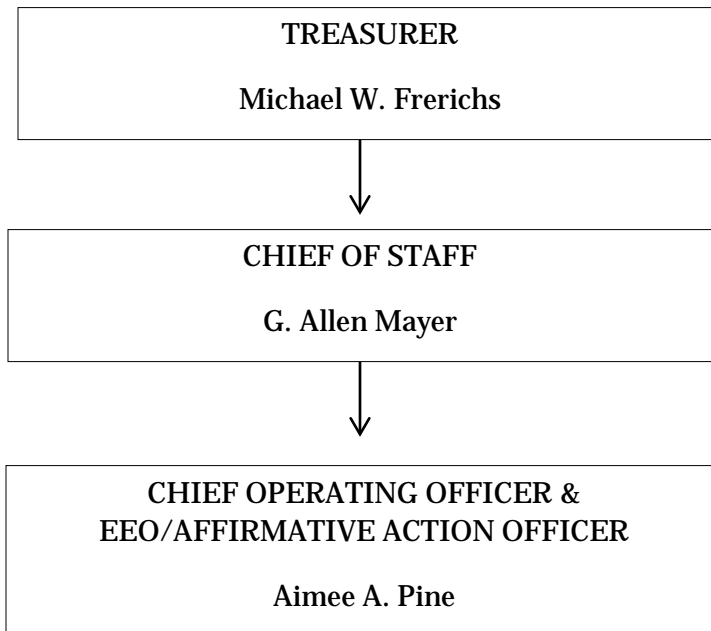
The Treasurer's Office is also responsible for the receipt and safekeeping of all abandoned and unclaimed property. Examples of unclaimed property include safe deposit box contents, unclaimed wages, money orders, stock shares, dividends, mutual funds, utility deposits, paid-up life insurance policies, death benefit checks, estates, court ordered distributions and retirement benefits. Under the Unclaimed Property Division, outreach staff works to return these valuables and dollars to their rightful owners.

## **IDENTIFICATION AND DUTIES OF EEO/AA OFFICER**

Aimee A. Pine is the Equal Employment Officer / Affirmative Action Officer for the Treasurer's Office. Ms. Pine is charged with ensuring that the Office fulfills its commitment to equal employment opportunity for all persons, regardless of race, creed, color, sex, marital status, sexual orientation, national origin, age, or disability. In addition, the following also fall under Ms. Pine's responsibilities:

1. Develops the Treasurer's Office affirmative action plan, goals and objectives;
2. Assists in identifying and solving EEO problems;
3. Designs and implements internal audits and reporting systems for measuring the effectiveness of the Treasurer's Office's programs, indicating need for remedial action and determining the degree to which the agency's goals and objectives have been attained;
4. Serves as liaison between the Treasurer's Office and EEO enforcement authorities;
5. Serves as liaison between the Treasurer's Office, minorities, women and disability organizations;
6. Informs management of developments in the EEO field;
7. Assists in the evaluation of employees and job applicants so that minorities, women and people with disabilities are given equal employment opportunity;
8. Regularly confers with managers, supervisors, and employees to ensure that the Treasurer's Office's EEO policies are observed;
9. Advises managers and supervisors if employment practices comply with the Human Rights Act;
10. Reports to the Department of Human Rights all internal and external complaints of discrimination against the Treasurer's Office;
11. Assists in the investigation of internal and external complaints of discrimination as specified in 56 Ill. Admin. Code Section 2520.790 (a&b) of the Illinois Administrative Code;
12. Directs Treasurer's Office staff, at the request of the Treasurer, in taking appropriate action to correct discriminatory practices identified by the Department of Human Rights and reports to the Treasurer on the progress of actions;
13. Submits recommendations for improvements to the Agency's Affirmative Action Plan to the Treasurer and the Department of Human Rights in conjunction with filing quarterly reports;
14. Notifies the Treasurer and the Department of Human Rights immediately when unable to resolve employment practices or conditions that have or tend to have disparate impact on minorities, women or the disabled;
15. Reports on and/or analyzes layoff reports [2520.770(f)] reorganization reports [2520.770(g)], Hiring and Promotion Monitors [2520.770(h)] and Exit Questionnaires [2520.770(i)];
16. Evaluates employment policies and practices and reports to the Treasurer any such policies, practices and evaluation mechanisms which may have adverse impact on minorities, women, and people with disabilities. The EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
17. Provides counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin, ancestry, age, order of protection status, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, or disability.

**EEO ORGANIZATION CHART**  
**OFFICE OF THE ILLINOIS STATE TREASURER**



## **METHODS OF DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

### **Internally:**

- A copy of the Affirmative Action Plan shall be available in Human Resources for current employees to view upon request.
- Executive Staff, Directors and Managers shall be provided with an electronic copy of the Affirmative Action Plan.
- Accommodations shall be made for employees with disabilities who require assistance in obtaining information regarding Equal Employment Opportunity and the Affirmative Action Plan.
- Human Resources shall provide copies of the Treasurer's Affirmative Action Policy Statement and information on complaint procedures in new hire information packets.
- The Equal Employment Opportunity Policy statement shall be provided in the Employee Reference Manual.
- The Affirmative Action Plan will be available on the Treasurer's Office's intranet site.
- EEO/AA posters are displayed in common locations, such as communal kitchens and break areas.

### **Externally:**

- The Affirmative Action Plan is sent to the Department of Human Rights.
- The Affirmative Action Plan is sent to the Illinois State Library.
- The Affirmative Action Plan is available to State and Federal Regulatory agencies.
- The Affirmative Action Plan is available to all recruitment sources, area minority groups, women organizations, individuals with disabilities, and senior citizen organizations when requested.



# **SECTION TWO**

## Workforce Analysis by Region

Workforce Analysis by Region																											
Agency: Illinois State Treasurer										Reporting Period: FY 20 - 4th Quarter																	
Region: 1																											
		MALES								FEMALES								PERCENTAGES									
EEO Category	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	18	11	4	1	5	1			1	7	7							61.11%	38.89%	61.11%	5.56%	27.78%	5.56%	0.00%	0.00%	5.56%	
Professionals	29	13	8	2	3					16	5	5	5	1				44.83%	55.17%	44.83%	24.14%	27.59%	3.45%	0.00%	0.00%	0.00%	
Technicians	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	1	0								1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	50	26	12	3	10	1	0	0	1	24	12	6	5	1	0	0	0	52.00%	48.00%	48.00%	18.00%	30.00%	4.00%	0.00%	0.00%	2.00%	
Grand Total Employees for Region 1:					Males:		26		Females:					24		Total Minorities:					26						
							52.00%							48.00%							52.00%						
White:		24	Black/African American:			9	Hispanic/Latino:			15	Asian:			2	AI/AN:			0	NHOPI:			0	PWD:			1	
		48.00%				18.00%				30.00%				4.00%				0.00%				0.00%				2.00%	
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																											
DHR-9 (Rev. Feb. 2016)																											

## Workforce Analysis by Region

Agency: **Illinois State Treasurer**

Reporting Period: **FY 20 - 4th Quarter**

Region: **2**

	Grand Total	MALES								FEMALES								PERCENTAGES									
EEO Category		Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	1	0							1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para- professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
TOTAL	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Grand Total Employees for Region 2:				Males:				0				Females:				1				Total Minorities:				1			
								0.00%								100.00%											
White:	0	Black/African American:				1	Hispanic/Latino:				0	Asian:				0	AI/AN:				0	NHOPI:				0	
	0.00%					100.00%					0.00%					0.00%					0.00%					0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
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## Workforce Analysis by Region

Workforce Analysis by Region																															
Agency: Illinois State Treasurer													Reporting Period: FY 20 - 4th Quarter																		
Region: 3																															
		MALES										FEMALES										PERCENTAGES									
EEO Category	Grand Total	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD					
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Professionals	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Grand Total Employees for Region 3:						Males: 1				Females: 0				Total Minorities: 0																	
						100.00%				0.00%				0.00%																	
White: 1		Black/African American: 0				Hispanic/Latino: 0				Asian: 0				AI/AN: 0		NHOPI: 0		PWD: 0													
100.00%		0.00%				0.00%				0.00%				0.00%		0.00%		0.00%													
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																															
DHR-9 (Rev. Feb. 2016)																															

## Workforce Analysis by Region

Agency: Illinois State Treasurer

Reporting Period: FY 20 - 4th Quarter

Region: 6

	Grand Total	MALES								FEMALES								PERCENTAGES								
EEO Category		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	2	2	2						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para- professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Grand Total Employees for Region 6:				Males:				2 100.00%		Females:				0 0.00%		Total Minorities:		0 0.00%								
White:	2 100.00%	Black/African American:			0 0.00%		Hispanic/Latino:			0 0.00%		Asian:			0 0.00%		AI/AN:		0 0.00%		NHOPI:		0 0.00%		PWD: 0 0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
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## Workforce Analysis by Region

Agency: Illinois State Treasurer

Reporting Period: FY 20 - 4th Quarter

Region: 7

	Grand Total			MALES								FEMALES									PERCENTAGES							
EEO Category		Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD		
Officials / Administrators	31	12	12						19	17	1		1				38.71%	61.29%	93.55%	3.23%	0.00%	3.23%	0.00%	0.00%	0.00%			
Professionals	60	25	24	1				1	35	29	2	1	2	1		2	41.67%	58.33%	88.33%	5.00%	1.67%	3.33%	1.67%	0.00%	5.00%			
Technicians	1	1						1	0								100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%			
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Para- professionals	16	3	3						13	12	1						18.75%	81.25%	93.75%	6.25%	0.00%	0.00%	0.00%	0.00%	6.25%			
Administrative Support	13	5	4		1				8	4	4						38.46%	61.54%	61.54%	30.77%	7.69%	0.00%	0.00%	0.00%	0.00%			
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Service / Maintenance	3	3	3						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
TOTAL	124	49	46	1	1	0	0	1	2	75	62	8	1	3	1	0	2	39.52%	60.48%	87.10%	7.26%	1.61%	2.42%	0.81%	0.81%	3.23%		

Grand Total Employees for Region 7:				Males:		49		Females:		75		Total Minorities:		16													
						39.52%				60.48%				12.90%													
White:		108		Black/African American:		9		Hispanic/Latino:		2		Asian:		3		AI/AN:		1		NHOPI:		1		PWD:		4	
		87.10%				7.26%				1.61%				2.42%				0.81%				0.81%				3.23%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
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## Workforce Analysis by Region

Workforce Analysis by Region																									
Agency: Illinois State Treasurer													Reporting Period: FY 20 - 4th Quarter												
Region: 8																									
																				</					

## Summary of Workforce Analysis by Region

Agency: Illinois State Treasurer										Reporting Period: FY 20 - 4th Quarter																
Grand Total																										
		MALES								FEMALES								PERCENTAGES								
EEO Category	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	49	23	16	1	5	1			1	26	24	1		1				46.94%	53.06%	81.63%	4.08%	10.20%	4.08%			2.04%
Professionals	94	42	36	3	3				1	52	34	8	6	3	1		2	44.68%	55.32%	74.47%	11.70%	9.57%	3.19%	1.06%		3.19%
Technicians	2	2			1			1										100.00%				50.00%			50.00%	
Protective Service																										
Para-professionals	17	3	3						1	14	12	2						17.65%	82.35%	88.24%	11.76%					5.88%
Administrative Support	14	6	4		2					8	4	4						42.86%	57.14%	57.14%	28.57%	14.29%				
Skilled Craft																										
Service / Maintenance	3	3	3															100.00%		100.00%						
TOTAL	179	79	62	4	11	1		1	3	100	74	15	6	4	1		2	44.13%	55.87%	75.98%	10.61%	9.50%	2.79%	0.56%	0.56%	2.79%
Grand Total Employees:		Males: 79				Females: 100				Total Minorities: 43																
		44.13%				55.87%				24.02%																
White:	136	Black/African American:		19	Hispanic/Latino:		17	Asian:		5	AI/AN:		1	NH OPI:		1	PWD:		5							
	75.98%			10.61%			9.50%			2.79%			0.56%			0.56%			2.79%							
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																										
DHR-9 (Rev. Feb. 2016)																										



**Workforce Transactions Report  
by EEO Category**

**Agency:** Illinois State Treasurer

**Reporting Period:** FY 20

**EEO Category:** OFFICIALS / ADMINISTRATORS

			MALES									FEMALES										PERCENTAGES								
	Grand						AI	NH							AI	NH								AI	NH					
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD				
New Hires	4	2	1			1				2	2							50.00%	50.00%	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%				
Promotions	11	4	3	1						7	6			1				36.36%	63.64%	81.82%	9.09%	0.00%	9.09%	0.00%	0.00%	0.00%				
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Separations	6	1	1							5	4		1					16.67%	83.33%	83.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%				
Discharges	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

**Agency:** Illinois State Treasurer

**Reporting Period:** FY 20

**EEO Category:** PROFESSIONALS

			MALES										FEMALES								PERCENTAGES							
	Grand						AI	NH							AI	NH								AI	NH			
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD		
New Hires	16	7	6		1					9	6	2	1					43.75%	56.25%	75.00%	12.50%	12.50%	0.00%	0.00%	0.00%	0.00%		
Promotions	8	5	4		1					3	2			1				62.50%	37.50%	75.00%	0.00%	12.50%	12.50%	0.00%	0.00%	0.00%		
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Separations	14	6	5	1						8	3	3	1	1			1	42.86%	57.14%	57.14%	28.57%	7.14%	7.14%	0.00%	0.00%	7.14%		
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

**Agency:** Illinois State Treasurer

**Reporting Period:** FY 20

**EEO Category:** TECHNICIANS

			MALES									FEMALES										PERCENTAGES							
	Grand						AI	NH							AI	NH								AI	NH				
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD			
New Hires	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%				
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency:	Illinois State Treasurer										Reporting Period: FY 20																
EEO Category:	PARAPROFESSIONALS																										
			MALES							FEMALES							PERCENTAGES										
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD	
New Hires	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	5	2	2						1	3	3						1	40.00%	60.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%	
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																											
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by EEO Category																												
Agency:	Illinois State Treasurer																	Reporting Period: FY 19 - 1st Quarter										
EEO Category:	SERVICE / MAINTENANCE																											
			MALES								FEMALES								PERCENTAGES									
	Grand						AI	NH							AI	NH								AI	NH			
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD		
New Hires	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																												
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**Workforce Transactions Report  
by EEO Category**

Agency:	Illinois State Treasurer										Reporting Period: FY 20																
EEO Category:	ADMINISTRATIVE SUPPORT																										
			MALES						FEMALES						PERCENTAGES												
	Grand						AI	NH						AI	NH									AI	NH		
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD	
New Hires	5	0								5	3	2						0.00%	100.00%	60.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Promotions	1	0								1		1						0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
W=White   B/AA=Black or African American   H/L=Hispanic or Latino   A=Asian   AI/AN=American Indian or Alaskan Native   NH/OPI=Native Hawaiian or Other Pacific Islander   PWD=People with Disabilities																											
DHR-10 (Rev. Feb 2016)																											

**Summary of Workforce Transactions Report  
by EEO Category**

Agency:	Illinois State Treasurer										Reporting Period: FY 20																				
EEO Category:	GRAND TOTAL																														
			MALES									FEMALES									PERCENTAGES										
	Grand Total	Total						AI AN	NH OPI							AI AN	NH OPI									AI AN	NH OPI				
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD					
New Hires	27	11	8		2	1				16	11	4	1					40.74%	59.26%	70.37%	14.81%	11.11%	3.70%								
Promotions	20	9	7	1	1					11	8	1		2				45.00%	55.00%	75.00%	10.00%	5.00%	10.00%								
Intra-Agency Transfers																															
Suspensions																															
Separations	25	9	8	1					1	16	10	3	2	1			2	36.00%	64.00%	72.00%	16.00%	8.00%	4.00%			12.00%					
Discharges																															
Lay Off																															
Demotions																															
Reductions																															
Reinstatements																															
Reemployment																															
Upward Reallocations																															
Downward Reallocations																															
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																															
DHR-10 (Rev. Feb 2016)																															





Availability Percent Worksheet								
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					ASIAN		
						Region: 1		
						Facility: JRTC		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		579,975	36,110	6.23%	60	3.74	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	1	3.33%	40	1.33	Agency Workforce.	
					100	4.06	Availability Percent	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					AMERICAN INDIAN or ALASKAN NATIVE		
						Region: 1		
						Facility: JRTC		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		579,975	508	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	0	0.00%	0	0.00	Agency Workforce.	
					100	0.07	Availability Percent.	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		
						Region: 1		
						Facility: JRTC		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		579,975	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	0	0.00%	0	0.00	Agency Workforce.	
					100	0.03	Availability Percent.	

Availability Percent Worksheet						
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>WOMEN</b>
						Region: 1
						Facility: JRTC
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	454,510	54.91%	60	32.94	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	40	13.33	Agency Workforce.
				100	37.02	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>BLACK or AFRICAN AMERICAN</b>
						Region: 1
						Facility: JRTC
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	87,754	10.60%	60	6.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	40	13.33	Agency Workforce.
				100	15.76	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>HISPANIC or LATINO</b>
						Region: 1
						Facility: JRTC
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	827,810	55,200	6.67%	60	4.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	40	26.67	Agency Workforce.
				100	24.53	Availability Percent.

Availability Percent Worksheet								
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						ASIAN	
							Region: 1	
							Facility: JRTC	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		827,810	87,895	10.62%	100	10.62	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		3	0	0.00%	0	0.00	Agency Workforce.	
					100	8.49	Availability Percent.	
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						AMERICAN INDIAN or ALASKAN NATIVE	
							Region: 1	
							Facility: JRTC	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		3	0	0.00%	0	0.00	Agency Workforce.	
					100	0.05	Availability Percent.	
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	
							Region: 1	
							Facility: JRTC	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		3	0	0.00%	0	0.00	Agency Workforce.	
					100	0.02	Availability Percent.	

Utilization Analysis								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	<b>WOMEN</b>				Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	37.67	37.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	6	10	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	7	16	0	0	1	0	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	<b>BLACK or AFRICAN AMERICAN</b>				Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	12.98	15.76	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	2	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	7	0	0	1	0	0	0
Underutilization	1							

	Utilization Analysis							
Agency:	Illinois State Treasurer							
Affirmative Action Group:	<b>HISPANIC or LATINO</b>				Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	12.41	24.53	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	2	7	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	5	8	1	0	0	1	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	<b>ASIAN</b>				Region 1			
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	4.06	8.49	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	1	0	0	0	0	0	0
Underutilization		1						
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	Utilization Analysis							
Agency:	Illinois State Treasurer							
Affirmative Action Group:	AMERICAN INDIAN or ALASKAN NATIVE					Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	0.04	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER					Region 1		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	29	1	0	1	1	0	0
Availability Percent	0.02	0.01	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Availability Percent Worksheet							
AGENCY:	Treasurer's Office					Affirmative Action Group:	
Category:	Officials/Administrators					<b>WOMEN</b>	
						Region: 7	
						Facility:	Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS		#	#	%	%	%	
		-----	-----	-----	-----	-----	Source of Statistics
1. Those having requisite skills in the region.		28,960	11,365	39.24%	60	23.55	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		77	48	62.34%	40	24.94	Agency Workforce.
					100	38.79	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:	
Category:	Officials/Administrators					<b>BLACK or AFRICAN AMERICAN</b>	
						Region: 7	
						Facility:	Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS		#	#	%	%	%	
		-----	-----	-----	-----	-----	Source of Statistics
1. Those having requisite skills in the region.		28,960	844	2.91%	60	1.75	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		77	4	5.19%	40	2.08	Agency Workforce.
					100	3.06	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:	
Category:	Officials/Administrators					<b>HISPANIC or LATINO</b>	
						Region: 7	
						Facility:	Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS		#	#	%	%	%	
		-----	-----	-----	-----	-----	Source of Statistics
1. Those having requisite skills in the region.		28,960	389	1.34%	60	0.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.		77	1	1.30%	40	0.52	Agency Workforce.
					100	1.06	Availability Percent.

Availability Percent Worksheet								
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					ASIAN		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		28,960	320	1.10%	60	0.66	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		77	2	2.60%	40	1.04	Agency Workforce.	
					100	1.36	Availability Percent.	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					AMERICAN INDIAN or ALASKAN NATIVE		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		28,960	44	0.15%	0	0.00	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		77	1	1.30%	100	1.30	Agency Workforce.	
					100	1.04	Availability Percent.	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Officials/Administrators					NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		28,960	0	0.00%	60	0.00	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		77	1	1.30%	40	0.52	Agency Workforce.	
					100	0.42	Availability Percent.	



Availability Percent Worksheet						
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>WOMEN</b>
						Region: 7
						Facility: Myers, Monroe and Capitol Buildings
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	24,855	57.58%	60	34.55	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	30	21	70.00%	40	28.00	Agency Workforce.
				100	50.04	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>BLACK or AFRICAN AMERICAN</b>
						Region: 7
						Facility: Myers, Monroe and Capitol Buildings
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	1,885	4.37%	60	2.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	30	5	16.67%	40	6.67	Agency Workforce.
				100	7.43	Availability Percent.
AGENCY:	Treasurer's Office					Affirmative Action Group:
Category:	Professionals					<b>HISPANIC or LATINO</b>
						Region: 7
						Facility: Myers, Monroe and Capitol Buildings
	A	B	C	D	E	
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
FACTORS	#	#	%	%	%	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	438	1.01%	60	0.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	30	1	3.33%	40	1.33	Agency Workforce.
				100	1.55	Availability Percent.

Availability Percent Worksheet								
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						ASIAN	
							Region: 7	
							Facility: Myers, Monroe and Capitol Buildings	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		43,165	1,305	3.02%	100	3.02	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	0	0.00%	0	0.00	Agency Workforce.	
					100	2.42	Availability Percent.	
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						AMERICAN INDIAN or ALASKAN NATIVE	
							Region: 7	
							Facility: Myers, Monroe and Capitol Buildings	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	0	0.00%	0	0.00	Agency Workforce.	
					100	0.11	Availability Percent.	
AGENCY:	Treasurer's Office						Affirmative Action Group:	
Category:	Professionals						NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	
							Region: 7	
							Facility: Myers, Monroe and Capitol Buildings	
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		43,165	30	0.07%	60	0.04	U. S. Census Bureau / American Community Survey.	
2. Those promotable, trainable, and transferable in the region.		30	1	3.33%	40	1.33	Agency Workforce.	
					100	1.10	Availability Percent.	

Availability Percent Worksheet							
AGENCY:	Treasurer's Office						Affirmative Action Group:
Category:	Paraprofessionals						<b>WOMEN</b>
							Region: 7
							Facility: Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action	Percentage	Value	Weighted	
		#	Group	Total	Weight	Factor	
		-----	#	%	%	%	
	FACTORS						Source of Statistics
							-----
	1. Those having requisite skills in the region.	239	137	57.32%	60	34.39	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	16	8	50.00%	40	20.00	Agency Workforce.
					100	43.51	Availability Percent.
AGENCY:	Treasurer's Office						Affirmative Action Group:
Category:	Paraprofessionals						<b>BLACK or AFRICAN AMERICAN</b>
							Region: 7
							Facility: Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action	Percentage	Value	Weighted	
		#	Group	Total	Weight	Factor	
		-----	#	%	%	%	
	FACTORS						Source of Statistics
							-----
	1. Those having requisite skills in the region.	239	36	15.06%	60	9.04	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	16	4	25.00%	40	10.00	Agency Workforce.
					100	15.23	Availability Percent.
AGENCY:	Treasurer's Office						Affirmative Action Group:
Category:	Paraprofessionals						<b>HISPANIC or LATINO</b>
							Region: 7
							Facility: Myers, Monroe and Capitol Buildings
		A	B	C	D	E	
		Grand Total	Aff. Action	Percentage	Value	Weighted	
		#	Group	Total	Weight	Factor	
		-----	#	%	%	%	
	FACTORS						Source of Statistics
							-----
	1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
	2. Those promotable, trainable, and transferable in the region.	16	1	6.25%	100	6.25	Agency Workforce.
					100	5.00	Availability Percent.
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Availability Percent Worksheet								
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Paraprofessionals					ASIAN		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		239	0	0.00%	0	0.00	U. S. EEOC	
2. Those promotable, trainable, and transferable in the region.		16	0	0.00%	0	0.00	Agency Workforce.	
					0	0.00	Availability Percent.	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Paraprofessionals					AMERICAN INDIAN or ALASKAN NATIVE		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		239	0	0.00%	0	0.00	U. S. EEOC	
2. Those promotable, trainable, and transferable in the region.		16	0	0.00%	0	0.00	Agency Workforce.	
					0	0.00	Availability Percent.	
AGENCY:	Treasurer's Office					Affirmative Action Group:		
Category:	Paraprofessionals					NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		
						Region: 7		
						Facility: Myers, Monroe and Capitol Buildings		
		A	B	C	D	E		
		Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor		
FACTORS		#	#	%	%	%	Source of Statistics	
		-----	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.		239	0	0.00%	0	0.00	U. S. EEOC	
2. Those promotable, trainable, and transferable in the region.		16	0	0.00%	0	0.00	Agency Workforce.	
					0	0.00	Availability Percent.	

			Utilization Analysis					
Agency:	Illinois State Treasurer							
Affirmative Action Group:	WOMEN					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	38.79	50.04	0.00	0.00	43.51	0.00	0.00	0.00
Number Needed for Parity	12	30	0	0	6	0	0	0
Number of Affirmative Action Group Members Already Employed	19	35	0	0	13	8	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	BLACK or AFRICAN AMERICAN					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	3.06	7.43	0.00	0.00	15.23	0.00	0.00	0.00
Number Needed for Parity	0	4	0	0	2	0	0	0
Number of Affirmative Action Group Members Already Employed	1	3	0	0	1	4	0	0
Underutilization		1			1			
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			Utilization Analysis					
Agency:	Illinois State Treasurer							
Affirmative Action Group:	HISPANIC or LATINO					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	1.06	1.55	0.00	0.00	5.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	1	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	ASIAN					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	1.36	2.42	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	0	0	0	0
Underutilization								
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	Utilization Analysis							
Agency:	Illinois State Treasurer							
Affirmative Action Group:	AMERICAN INDIAN or ALASKAN NATIVE					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	0.49	0.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0
Underutilization								
Agency:	Illinois State Treasurer							
Affirmative Action Group:	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER					Region 7		
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	31	60	1	0	16	13	0	3
Availability Percent	0.42	1.10	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1	0	0	0	0	0
Underutilization								

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## Underutilization Summary by Region

Name of Agency: Illinois State Treasurer

Fiscal Year: 2021

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1		1								1														
2																								
3																								
4																								
5																								
6																								
7								1																
8																								
9																								
10																								
Total	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1																								
2																								
3																								
4																								
5																								
6																								
7		1																						
8																								
9																								
10																								
Total	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 0

Total underutilization for Black or African American: 3

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 1

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA= Black or African American H/L= Hispanic or Latino A= Asian AI/AN= American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander

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# **SECTION THREE**

## **PROGRAM GOALS**

The Office of the Illinois State Treasurer has developed and plans to execute action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measureable results.

### **Action Item**

Promote support for equal employment opportunity and workforce diversity by providing training regarding these topics and fair employment practices to employees, supervisors, managers and administrators.

### **Assignment of Responsibility**

EEO/AA Officer and Human Resources division.

### **Completion Target Date**

Annually.

### **Monitoring Procedure**

Assemble internal working group to put together ideas, topics and agendas.

### **Action Item**

Update affirmative action group recruiting resources in order to diversify candidate pools to gain more minority representation in the hiring process for the Office of the Illinois State Treasurer.

### **Assignment of Responsibility**

Chief Operating Officer.

### **Completion Target Date**

Ongoing.

### **Monitoring Procedure**

Make modifications to better facilitate recruitment efforts during the hiring process. Human Resources has partnered with an outside vendor, Jazz HR, in order to post positions on over 25 different free, premium and niche job boards.

## **NUMERICAL GOALS**

### **Action Item**

Eliminate the underutilization of one Black or African American in the Officials/Administrators category and one Asian in the Professionals category in Region 1, the underutilization of one Black or African American in the Paraprofessionals category and one Black or African American in the Professionals category in Region 7.

### **Assignment of Responsibility**

Chief Operating Officer and Human Resources staff

### **Completion Target Date**

Ongoing for Region 1 and 7 underutilizations.

### **Monitoring Procedure**

Chief Operating Officer and Human Resources staff will actively review hiring and promotion monitors to analyze activity when there were opportunities to address these underutilizations.

# **SECTION FOUR**

## **EMPLOYMENT DISCRIMINATION COMPLAINT PROCESS**

### **A. Purpose**

In accordance with the Policy Statement outlined in Section 1 of this Affirmative Action Plan, this Office affirms its commitment to a policy of Equal Employment Opportunity through the implementation of an EEO Complaint Investigation Procedure to promote the internal resolution of an employee's complaint of alleged discrimination. It is the conviction of the Treasurer's Office that the establishment of this EEO Complaint Investigation Procedure shall informally resolve complaints of alleged discrimination at the lowest organization level, reducing the backlog, delay and expense of a prolonged formal investigation.

To that end, supervisors and managers are responsible for the resolution of valid complaints, documentation of facts, and the presentation of findings and recommendations to resolve the dispute.

The use of this EEO Complaint Investigation Procedure does not preclude the right of an employee to file a charge directly with the State (Illinois Department of Human Rights), the federal government (Equal Employment Opportunity Commission) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

### **B. Procedure**

The EEO Discrimination Complaint Form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/Affirmative Action Officer for investigation.

#### **1. Scope and Timeliness**

Unless of a continuing nature, all complaints must be received by the EEO/Affirmative Action Officer in writing within ten (10) business days of the alleged discrimination. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

#### **2. Intake/Screening**

Immediately upon receipt of the Discrimination Complaint Form, the EEO/Affirmative Action Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the information submitted in the complaint. The EEO/Affirmative Action Officer shall inform the employee in writing of the acceptance of the complaint for investigation within five (5) business days of the receipt of the complaint. The complainant shall be promptly notified if additional information or documentation is required to support the charge.

#### **3. Investigation**

The EEO/Affirmative Action Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within twenty (20) business days after acceptance of the complaint.

#### **4. Withdrawal of the Complaint**

The complaint or any part of the complaint allegation may be withdrawn by the employee during the investigation of the complaint upon receipt by the

EEO/Affirmative Action Officer of a written request for withdrawal by the complainant.

5. Adjustment During Investigation

If, during the investigation of the complaint, a settlement is reached between the immediate supervisor and the employee, the settlement agreement shall be obtained in writing with the approval of the managers before the complaint shall be considered closed by the EEO/Affirmative Action Officer.

6. Dismissal of Complaint

At the conclusion of the investigation, if there is a lack of substantial evidence that supports the merits of the complaint, and there is no reasonable cause to believe that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal to an EEO investigative commission.

7. Investigation Findings

If however, at the conclusion of the investigation, there exists reasonable cause to believe that discrimination may have occurred, the EEO/Affirmative Action Officer shall submit written notice to the immediate supervisor and the Chief of Staff with the finding and recommendations to resolve the complaint. Within five (5) business days, conciliation efforts shall be initiated and the EEO/Affirmative Action Officer shall seek an equitable resolution of the complaint.

C. Conciliation Efforts

The EEO/Affirmative Action Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, and all parties may attend in person or by representative to propose, discuss and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within five (5) business days, the EEO/Affirmative Action Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint could not be resolved.

The findings, conciliation efforts and proposed settlement shall be forwarded to the Chief of Staff by the EEO/Affirmative Action Officer for final review, approval or other determination. The Chief of Staff shall make known to the EEO/Affirmative Action Officer the official position of the Office within five (5) business days of the receipt of the EEO/Affirmative Action Officer's written report.

Finally, an employee who files an internal complaint through the EEO/Affirmative Action Officer also has the right to file such a complaint with IDHR, EEO or any other appropriate government agency simultaneously.



## DISCRIMINATION COMPLAINT FORM

To be completed by complainant. Please print or type. If necessary, use additional pages. Return completed form to the appointed EEO Officer pursuant to the EEO Policy.

Complainant's name &amp; job title:

Department:

Work phone number:

Immediate supervisor:

Dates discrimination took place:

Discrimination based on (check all appropriate boxes):

<input type="checkbox"/> Race	<input type="checkbox"/> Disability	<input type="checkbox"/> Age
<input type="checkbox"/> Sex	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Religion	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Citizenship Status
<input type="checkbox"/> National Origin	<input type="checkbox"/> Military Status	<input type="checkbox"/> Other
<input type="checkbox"/> Unfavorable Military Discharge	(Specify: _____)	

The discrimination took place in connection with:

<input type="checkbox"/> Interview	<input type="checkbox"/> Compensation	<input type="checkbox"/> Disciplinary Action
<input type="checkbox"/> Hiring Selection	<input type="checkbox"/> Transfer	<input type="checkbox"/> Training Opportunity
<input type="checkbox"/> Promotion	<input type="checkbox"/> Layoff	<input type="checkbox"/> Other
<input type="checkbox"/> Downward Allocation	(Specify: _____)	

Please describe the alleged discriminatory employment practice or incident:

Names and titles of those who committed the allegedly discriminatory action:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please attach any supportive evidence of the discrimination described above.

Have you attached such evidence? Yes \_\_\_\_\_ (If yes, please explain below) No \_\_\_\_\_

Have you notified your supervisor of the above discriminatory action? If so, please provide the date and description of any effort to resolve the complaint.

Complainant's signature:

Today's date:

EEO Officer's signature:

Date received:



## WORKPLACE HARASSMENT COMPLAINT FORM

To be completed by complainant. Please print or type. If necessary, use additional pages.  
Return completed form to the appointed EEO Officer pursuant to the EEO Policy.

Complainant's name &amp; job title:

Department:

Work phone number:

Immediate supervisor:

Date(s) harassment took place:

Date harassment was reported:

Please describe each of the alleged harassment incidents. Include descriptions of behavior and dates for each incident. Include approximate dates if you do not have a specific recollection:

Names and titles of those who committed the alleged harassment:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please provide any supportive evidence, such as written items, emails or saved voice mails, if any.

What was your response to the alleged harassment?

Have you notified your supervisor of the conduct described above? If so, please provide the date and description of any effort to resolve the complaint.

Complainant's signature:

Today's date:

EEO Officer's signature:

Date received:





## SEXUAL HARASSMENT COMPLAINT FORM

To be completed by complainant. Please print or type. If necessary, use additional pages.  
Return completed form to the appointed EEO Officer pursuant to the EEO Policy.

Complainant's name & job title:

Department:

Work phone number:

Immediate supervisor:

Date(s) harassment took place:

Date harassment was reported:

Please describe each of the alleged harassing employment practices or incidents. Include descriptions of behavior and dates for each incident. Include approximate dates if you do not have a specific recollection:

Names and titles of those who committed the alleged action:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please provide any supportive evidence, such as written items, emails or saved voice mails, if any.

What was your response to the alleged harassment?

Have you notified your supervisor of the conduct described above? If so, please provide the date and description of any effort to resolve the complaint.

Complainant's signature:

Today's date:

EEO Officer's signature:

Date received:



ILLINOIS STATE TREASURER'S OFFICE  
**WORKPLACE BULLYING COMPLAINT FORM**

To be completed by complainant. Please print or type. Return completed form to the Chief Operating Officer pursuant to the Employee Reference Manual.

Complainant's name & job title:

Department:

Work phone number:

Immediate supervisor:

Please describe in detail, on a separate piece of paper, each individual alleged incident of bullying. The description should include the date of the occurrence, types of behavior, listing of evidence, the names of witnesses if present, if you notified your supervisor, and if the supervisor took any action. Use approximate dates if you do not have a specific recollection.

Names and titles of those who committed the alleged bullying action:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please attach any supportive evidence such as written items, emails or notations of saved voice mails.

What was your response to the alleged bullying?

Have you notified your supervisor of the conduct described above? If so, please provide the date and description of any effort to resolve the complaint.

Complainant's signature:	Today's date:
Chief Operating Officer's signature:	Date received:

# **SECTION FIVE**

Agency:	Illinois State Treasurer		
Fiscal Year:	2021		
Total Employees:	179		
Percent of People with Disabilities in Illinois Labor Force:	4.78%		
Labor Force Number:	8		
Number of Employees with Disabilities in Agency:	5		
Underutilization or Parity:	3		

DHR 34-AAP (Rev. June 2013)

## **NUMERICAL GOALS**

### **Action Item**

Eliminate underutilization of three people with disabilities in the Illinois State Treasurer's Office.

### **Assignment of Responsibility**

Chief Operating Officer and Human Resources staff

### **Completion Target Date**

Ongoing for this underutilization.

### **Monitoring Procedure**

Chief Operating Officer and Human Resources staff will actively review hiring and promotion monitors to analyze activity when there were opportunities to address this underutilization.

## REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990, as amended by the ADAAA of 2008, and the Illinois Human Rights Act, it is the Policy of the Office of the Illinois State Treasurer to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. The Office of the Illinois State Treasurer recognizes the right of a qualified applicant or employee with a disability to request accommodations to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Office of the Illinois State Treasurer to provide accommodations to qualified applicants and employees with disabilities, when such accommodations do not pose an undue hardship to the operation of the office's business.

The Treasurer's Office's Equal Employment Opportunity Officer and the Americans with Disabilities Act Coordinator can provide further information about the office's policy in this area.

  
Michael Freerichs

Treasurer

10.01.2020

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Signature

Chief Executive Officer

Date

## **ACCOMMODATION REQUEST PROCEDURES FOR EMPLOYEES**

The following procedures should be followed in processing reasonable accommodation requests from employees. The Treasurer's Office's EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the Treasurer's Office's EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the Treasurer's Office will narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee will be asked to complete a medical release form, if the Treasurer's Office has additional questions upon review of the medical documentation. When necessary, the employee will be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) business days.
4. The Division Manager shall review the supervisor's recommendation, make a recommendation, and, within five (5) business days of receipt of the Division Manager's recommendation, forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee (RAC) within ten (10) business days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the RAC's review is complete, the RAC's recommendation shall be submitted to the Division Director within five (5) business days of the RAC's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) business days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the Treasurer's Office's decision to grant or deny the request within thirty (30) business days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the employee's supervisor.
8. If the Director approves the accommodation request, the Treasurer's Office shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the Treasurer's Office may offer alternative suggestions, providing an equally effective accommodation to remove the workplace barrier in question.

9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) business days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for a reasonable accommodation. After a complete review of the matter, a decision shall be made by the Director and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Treasurer's Office on the accommodation request.

10. An employee who has been denied accommodation has the right to file a complaint at the State level with the Illinois Department of Human Rights within 300 days of the denial of the request. An employee may also have the right to file a complaint with the EEOC within 300 days, or any other appropriate government agency pursuant to their time frame.

11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one (1) year following final action in the matter.



## **ACCOMMODATION REQUEST PROCEDURES FOR APPLICANTS**

Qualified applicants and employees with disabilities have the right to request reasonable accommodations under the law. Applicants may request an accommodation to any stage of the application process, including the employment application or interview process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within the Treasurer's Office.

### **Procedures:**

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the Treasurer's Office's EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewer. The interviewer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewer.
4. If it is within the bounds of the authority of the interviewer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another individual within the Treasurer's Office must be consulted in order for the accommodation to be provided, he or she will determine whether the office will grant the request.
6. If the Treasurer's Office denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 days of the denial. An applicant may also have the right to file a complaint with the EEOC within 300 days, or any appropriate government agency pursuant to their time frame.



### Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. Completed accommodation request forms should be submitted to Human Resources.

The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Position Applying For	Telephone No.	Email Address
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Functional Limitations:			
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#### Specify type of accommodation needed (*Please be specific*)

Sign language interpreter for the Employment Interview: \_\_\_\_\_

Reader Service: \_\_\_\_\_

\_\_\_\_\_

Accessible Interview Site: \_\_\_\_\_

\_\_\_\_\_

Modification or reformatting of examinations: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

#### Narrative explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature:

Date:

#### Treasurer's Office Action

Human Resources Determination:

Grant

Deny

Date:

Remarks (if denied provide explanation)

Final Agency Approval Signature:

Date:



### Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability or who has medical or common conditions related to pregnancy or childbirth has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to work site, work process or work schedule that would enable a person with a disability or who has medical or common conditions related to pregnancy or childbirth to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. Completed accommodation request forms along with current medical documentation should be submitted to the agency's Equal Employment Opportunity Officer/ADA Coordinator and the original documents should be submitted to the immediate supervisor. The agency EEO Officer/ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone No.
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Functional Limitations: \_\_\_\_\_

Specify type of accommodation needed and provide a detailed description of the item requested (*Please be specific*)

Purchase or modification of equipment or devices: \_\_\_\_\_

Job restructuring or task modification: \_\_\_\_\_

Provision of reader, sign language interpreter or personal assistant: \_\_\_\_\_

Structural modification to work site or facility: \_\_\_\_\_

Modification of work schedule or leave policy: \_\_\_\_\_

Modification of examinations, training materials or personal assistant: \_\_\_\_\_

Reassignment to vacant position: \_\_\_\_\_

Other: \_\_\_\_\_

#### Narrative explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (*Use additional sheets if necessary*)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

EEO Officer/ADA Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Approved: ☐ YES ☐ NO

## **PHYSICAL BARRIERS / OFFICE ACCESSIBILITY**

In compliance with the U.S. Americans with Disabilities Act of 1990 and the Illinois Human Rights Act, all Treasurer's Office locations are fully accessible.

Locations for the Office of the Illinois State Treasurer:

State Capitol, Room 219  
Springfield, Illinois 62706

Illinois Business Center, 400 W. Monroe Street, Suite 401  
Springfield, Illinois 62704

Myers Building, # 1 W. Old State Capitol Plaza, Suite 400  
Springfield, Illinois 62701

James R. Thompson Center, 100 W. Randolph Street  
Suite 15-600  
Chicago, Illinois 60601

E. J. "Zeke" Giorgi Center  
200 S Wyman Street, Suite 307  
Rockford, Illinois 61101

Central Management Services  
State Regional Office Building  
2309 West Main Street, Suite 112  
Marion, Illinois 62959

Collinsville Township Senior Center  
420 E. Main Street  
Collinsville, Illinois 62234

Rock Island County Building  
1504 3<sup>rd</sup> Ave - 3<sup>rd</sup> Floor  
Rock Island, Illinois 61201

Peoria County of Health Department  
2116 N Sheridan Rd  
Peoria, IL 61604

In the event of an emergency, the Treasurer's Office will provide assistance to all identified employees and visitors with disabilities during evacuation of any of the above locations.

## **PROCEDURAL BARRIER NARRATIVE**

### **A. Pre-employment Screening**

The Office of the Illinois State Treasurer is committed to hiring talented and diverse individuals. Our application process is done online via the Treasurer's website – [www.illinoistreasurer.gov](http://www.illinoistreasurer.gov). All open positions are posted there, and applicants apply electronically. Applicants needing assistance with the application process and/or those without computer access are encouraged to submit their applications through regular mail.

Please note that while all positions have Requirements/Qualifications listed, most positions also include language that reads "or any equivalent combination of experience and training that provides the required knowledge, skills and abilities." This means that even if an applicant does not possess the required experience or degree, he/she may still be considered if work history demonstrates that he/she otherwise has obtained the knowledge, skills, and abilities required to perform the duties of the position.

Applicants for employment are not asked questions, either on their employment application or during the interview process, about any disabilities. Pre-employment medical examinations specifically for applicants with disabilities are not required for employment with the Treasurer's Office.

### **B. Employment Criteria and Job Description Review**

All employment criteria and job descriptions are fully reviewed before any vacant positions are posted and applicants are screened.

### **C. Employment Testing**

The Treasurer's Office does not test applicants for employment but will accept the examination process of the Department of Central Management Services (CMS) in determining the qualifications and eligibility of potential applicants. The CMS Testing Unit is designed and trained to accommodate applicants with disabilities.

### **D. Identification of ADA Coordinator:**

Aimee A. Pine  
Chief Operating Officer  
Office of the Illinois State Treasurer  
100 W. Randolph Street - suite 15-600  
Chicago, Illinois 60601  
312.814.5668 - phone  
866.877.6013 TTY

# **SECTION SIX**

## **APPLICABLE EEO LAWS**

The federal and State EEO laws that affect the Office of the Illinois State Treasurer are identified below. When there is a discrepancy between federal law and State law, federal law supersedes the latter, unless State law is more stringent.

### **A. FEDERAL LAWS**

#### **CIVIL RIGHTS ACT OF 1964, as amended**

**Title VI** prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

**Title VII** prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof.

#### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends EEO to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers the U. S. Equal Employment Opportunity Commission (EEOC) to bring civil action against any organization that is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

#### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

#### **CIVIL RIGHTS ACT OF 1991**

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

#### **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

This act prohibits arbitrary discrimination against persons 40 years of age or older.

#### **REHABILITATION ACT OF 1973**

This act sets the standards for promoting, expanding, and assisting in employment opportunities for people with disabilities in all programs or activities receiving federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified

individuals with disabilities. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

### **EQUAL PAY ACT OF 1963**

This act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The EEOC enforces this Act.

### **AMERICANS WITH DISABILITIES ACT OF 1990, as amended by the ADAAA of 2008**

Congress enacted the Americans with Disabilities Act of 1990 (ADA) to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. The EEOC issued regulations under this Act.

### **FAMILY MEDICAL LEAVE ACT of 1993 (FMLA)**

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and are employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in



the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) investigates and resolves complaints of USERRA violations.

### **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## **B. ILLINOIS STATE LAWS**

### **ILLINOIS HUMAN RIGHTS ACT**

This act prohibits discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, pregnancy, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

### **THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

The Ethics Act provides protection to employees who: disclose or threaten to disclose to their supervisor or any public body an act or omission that the employee reasonably believes to be a violation of law, rule or regulation by another employee; provide information or testify before any public body conducting an investigation hearing or inquiry into a violation of law, rule, or regulations; or assist or participate in a proceeding to enforce the Ethics Act.

### **THE ILLINOIS EQUAL PAY ACT OF 2003**

The Equal Pay Act prohibits employers with four or more employees from paying unequal wages to men and women performing the same or substantially similar work, requiring equal skill, effort, responsibility and under similar working conditions; unless such wage difference is based upon a seniority system, merit system, a system measuring earnings by quantity or quality of production or factors other than gender. This law expands the federal Equal Pay Act of 1963 by covering more workers, providing better enforcement mechanisms and improving public awareness.

### **THE ILLINOIS CIVIL RIGHTS ACT OF 2003**

This act prohibits state, county, and local governments in Illinois from discrimination by (1) excluding a person from participation in, denying a person the benefits of, or subjecting a person to discrimination under any program or activity on the grounds of that person's race, color, national origin, or gender; or (2) utilizing criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, national origin, or gender.

# **SECTION SEVEN**

## HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized?  If yes, indicate number for each group:  
Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled: \_\_\_\_\_

2. Indicate: Race of person selected:   
Sex:  Veteran:  Disability:

3. Number of individuals who applied or were on the list of eligible(s)

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-19 (Rev. July 2015)

## PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized? ☐ No ☐ Yes If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted: (Choose One) \_\_\_\_\_ (Choose One) \_\_\_\_\_

3. Number of individuals who applied or were on the list of promotable(s): \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category? ☐ No ☐ Yes  
If yes, from what EEO job Category? (Choose One) \_\_\_\_\_

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? ☐ No ☐ Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) \_\_\_\_\_ with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. Feb. 2016)

\*For EEO Monitoring purposes.



## EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to employees at the time of their separation from the agency. Please send the completed form in an envelope marked "Confidential" to the Treasurer's Equal Employment Opportunity Officer at 400 W. Monroe, Suite 401, Springfield, IL 62704. The EEO Officer shall maintain a confidential file for possible review by the Department of Human Rights.

NAME (REQUIRED) \_\_\_\_\_

DATE OF EMPLOYMENT SEPARATION DATE POSITION TITLE \_\_\_\_\_

WHO WAS YOUR IMMEDIATE SUPERVISOR?

\_\_\_\_\_

REASON FOR LEAVING:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WOULD YOU WANT TO WORK HERE AGAIN? ☐ YES ☒ NO EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAME POSITION? ☐ YES ☒ NO EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAME SUPERVISOR? ☐ YES ☒ NO EXPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU FEEL THE WORKING CONDITIONS WERE SATISFACTORY? ☐ YES ☐ NO

EXPLAIN:

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DO YOU HAVE ANY SUGGESTIONS FOR IMPROVING EMPLOYEE MORALE? ☐ YES ☐ NO

EXPLAIN:

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WERE YOU SATISFIED WITH THE PAY YOU RECEIVED FOR THE WORK PERFORMED?

☐ YES ☐ NO

EXPLAIN:

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DID YOU FEEL YOU WERE PROPERLY TRAINED? ☐ YES ☐ NO

EXPLAIN:

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DO YOU THINK MANAGEMENT ADEQUATELY UTILIZED YOUR SKILLS? IF NOT, WHAT RECOMMENDATIONS WOULD YOU MAKE FOR IMPROVEMENT?

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DURING YOUR EMPLOYMENT DID YOU REQUEST ANY ACCOMMODATION FOR A DISABILITY? ☐ YES ☐ NO

IF YES, PLEASE EXPLAIN:

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DID YOU PERSONALLY EXPERIENCE ANY DISCRIMINATION WHILE  
WORKING IN YOUR POSITION? YES ☒ NO ☒

EXPLAIN:

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ARE YOU AWARE OF INSTANCES WHERE OTHER EMPLOYEES  
EXPERIENCED DISCRIMINATION? YES ☐ NO ☒

EXPLAIN:

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IF YOU HAVE ANSWERED "YES" TO THE LAST TWO Q UESTIONS, HAVE YOU  
DISCUSSED OR GIVEN NOTICE OF THIS DISCRIMINATION TO YOUR SUPERVISOR  
OR EEO OFFICER? ☒ YES ☐ NO

EXPLAIN:

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ADDITIONAL COMMENTS:

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EMPLOYEE SIGNATURE:

DATE:

**PLEASE RETURN THIS COMPLETED DOCUMENT TO:**

EEO OFFICER  
OFFICE OF THE ILLINOIS STATE TREASURER - MICHAEL W. FRERICHS  
400 WEST MONROE, SUITE 401  
SPRINGFIELD, IL 62704

EEO REVIEW:

\_\_\_\_\_