

2016 Hispanic/Latino Employment Plan

Per Senate Bill 2043/Public Act 94-0597, each state agency is required to report their activities in implementing the State Hispanic/Latino Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

* 1. Agency: Office of the Illinois State Treasurer

* 2. Agency Information:

Agency Director or Secretary:	<u>Michael Frerichs</u>
Name of Individual Completing Survey:	<u>Rosemary N. Laudani</u>
Individual's Working Title:	<u>Director of Human Resources</u>
Individual's Phone Number:	<u>217-524-4330</u>
Individual's Mailing Address:	<u>400 W. Monroe, STE 401, Springfield, IL 62701</u>
Individual's Email Address:	<u>RLaudani@illinoistreasure.gov</u>

* 3. As of June 30, 2016, provide the number of Hispanic/Latino employed within each of the following EEOC categories:

Officials and Managers: 7

Professionals: 6

Technicians: 0

Protective Service Workers: 0

Para-Professionals: 0

Office and Clerical: 2

Skilled Craft Workers: 0

Service-Maintenance: 0

* 4. As of June 30, 2016, provide the number of funded positions within each of the following EEOC categories:

Officials and Managers; 47

Professionals; 80

Technicians; 2

Protective Service Workers; 0

Para-Professionals; 21

Office and Clerical; 18

Skilled Craft Workers; 0

Service-Maintenance; 2

* 5. As of June 30, 2016, provide total number of agency employees on board (total headcount); include full-time, part-time and leave of absence:

170

* 6. As of June 30, 2016, provide the underutilization as reported for your agency to the IL Department of Human Rights for Hispanic/Latino by category:

Officials and Managers: 0

Professionals: 0

Technicians: 0

Protective Service Workers: 0

Para-Professionals: 1

Office and Clerical: 0

Skilled Craft Workers: 0

Service-Maintenance: 0

* 7. Were there any increases or decreases in the number of Hispanic/Latino within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

The total number of Hispanic/Latino employees increased by 6. In the prior fiscal year the number of Officials/Managers increased 3, professionals increased by 2, and the office clerical increased by 2 and Para Professionals decreased by 1.

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

3

* 9. How many of those Human Resources staff are minorities?

0

* 10. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY 16.

21

* 11. Please list the position titles.

Accountant I, Administrative Assistant II, Assistant General Counsel, Budget Officer, Chief Internal Auditor, Community Affairs Specialist, Community Affairs Specialist II, Director of Accounting/Budget/Warrant, Financial Accounting Supervisor, Graphic Designer, Human Resources Specialist, Invest in IL, Outreach Manager, Manager of Investment Verification and Clearing, Manager of Vouchers, Receipts, and Estate Tax, Office Associate, Office Specialist, Outreach Assistant, Outreach Coordinator, Senior Advisor to the Treasurer

* 12. How many of those were Hispanic/Latino?

0

* 13. Please include job titles that were vacated by Hispanic/Latino.

* 14. How many employees were hired during FY 16 and in what titles? Include new "off the street" hires from the Open Competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves, etc.

38 Employees were hired in FY16 in the following titles: Assistant General Counsel, Budget Officer, Chief Information Technology Officer, Chief Internal Auditor, Deputy Director Credit Risk Analysis, Deputy Director IL Funds and E-Pay, Deputy Director of Investment Analysis and Due Diligence, Deputy Director of Legislative Affairs, Deputy Director State Portfolio & Banking, Digital Director, Director of Accounting/Budget/Warrant, Director of Human Resources, Director Portfolio Operations, E-Pay Systems Manager, Executive Assistant, Human Resources Specialist, Internal Auditor, Invest in Illinois Program Manager, Investment Analyst, IT Developer, Legal Division Administrator, Manager Unclaimed Property Operations, Network Support Technician, Office Associate, Outreach Assistant, Outreach Coordinator, Senior Advisor, Senior IT Manager, Senior Staff Executive Assistant, Sr. IT Mgr. for Infrastructure, Security & Proj Mgmt, Staff Assistant, Storekeeper II, Unclaimed Property Examiner

* 15. How many of those were Hispanic/Latino?

6

* 16. Please list position titles.

Deputy Director of Investment Analysis and Due Diligence, Senior Staff Executive Assistant, Office Associate, Deputy Director Credit Risk Analysis, Legal Division Administrator, Deputy Director IL Funds and E-Pay

* 17. List promotional programs that provide Hispanic/Latino employees with career ladder enhancement, self-development training or otherwise enhance you're agency's ability to increase the number of Hispanic/Latino in supervisory and management positions.

The Office of the Illinois State Treasurer believes that professional development and training opportunities help ensure that employees are provided with the skills needed to excel in their work, and therefore be retained for long term employment in our office. The Treasurer's office uses a variety of approaches to establish a climate that supports continuous learning and development by:

- Establishing clear paths for acquiring the skills, knowledge, and experience that employees need for their continual learning and career development.
- Developing formal and informal mentoring programs. We encourage supervisors/employees to become mentors. In particular, senior managers are strongly encouraged to mentor individuals from different cultural, racial, or academic backgrounds.
- The Treasurer's Office offers a tuition reimbursement program. All regular full-time employees may be eligible for continuing education reimbursement and textbook reimbursement consideration. An employee requesting reimbursement must demonstrate that the proposed course of study is (1) related to the employee's position at the Treasurer's Office, and (2) will provide enhancement of the skills necessary for the duties related to that position, or (3) will prepare the employee for advancement or promotion within the Treasurer's Office.
- Using a variety of ways to provide training and development experiences for employees, such as:
 - using internal and external training courses, and
 - establishing individual needs and training requests during yearly evaluation.

* 18. How many student workers/interns did your agency hire in FY 16? (Do not include trainee positions.)

25

* 19. If your agency employed student workers/interns in FY16, how many were Hispanic/Latino?

1

* 20. What activities does the EEO Office conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

The Office of the Illinois State Treasurer has been working to design a strategy to find and hire a diverse, high-quality workforce to achieve our mission. To build a diverse workforce, our office has started to incorporate tailored approaches for affirmative action recruitment. The first step always is to find the candidates. Issuing one vacancy announcement is no longer an effective method of finding candidates. We have had to learn where the candidates go to find job information and do our best to make sure that our message of being a diversity employer is visible. Some affirmative action recruitment techniques that our office has found helpful include:

- Seeking recommendations from current employees who are minorities or women regarding good sources of diverse candidates (their alma maters, professional organizations, etc.).
- Spread information about state job opportunities in academic institutions with high enrollments of racial/ethnic minorities.
- Widely publicizing job opportunities inside and outside the state government. We have developed our own vacancy announcements and posted them on IllinoisJobLink.com and Indeed.com websites where they can be seen worldwide, 24 hours a day.

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

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. All open positions are posted here and applicants apply electronically. Applicants needing assistance with the application process and/or those without computer access are encouraged to submit their applicants through regular mail.

Please note that while all positions have Requirements/Qualifications listed, most positions also include language that says "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.

Once applications are submitted, the process of screening applications is conducted by Human Resources. All applications are initially reviewed to determine if applicants are eligible to apply for the position and if applicants have submitted all the required application materials. Human Resources also verifies that applicants meet any age, license and/or other special requirements. The applicants not meeting these requirements will be screened out and notified of their status via email.

Human Resources then thoroughly reviews the remaining applications to determine who meets the minimum Requirements/Qualifications listed in the job posting. The Requirements/Qualifications are evaluated first. Qualifications, as listed on the application, are compared to the Requirements/Qualifications listed in the job announcement to determine if the candidate meets the minimum standards in terms of education and/or experience to continue in the selection process.

If a candidate does not meet the specific Requirements/Qualifications from the job posting, then Human Resources staff will evaluate the application based on the knowledge, duties and responsibilities listed in the job posting. At this point, Human Resources staff will rely on the duties and responsibilities the candidate lists on his/her job application to determine if he/she possesses the knowledge, skills, and abilities listed on the job announcement. Therefore, it is especially important for those applicants who do not directly meet the training and experience requirements to have a thorough description of the duties of each relevant job so that Human Resources can perform this second evaluation.

In order to perform this second evaluation, Human Resources staff will review the job duties for relevant positions and determine whether, through the work experience, the candidate would possess the required knowledge, skills, and ability even though he/she does not have the required combination of education or experience.

So when screening for the an Accounting position for example, if an applicant does not possess a bachelor's degree in Accounting or a related field, the Human Resources staff will still review the applicant's job history, and duties and responsibilities to determine whether the candidate would possess the level of knowledge listed. An applicant who has an associate's degree in bookkeeping, but has worked for 10 years as a professional accountant in a municipal setting performing forecasting, and budgeting would likely still be screened into the process, even without meeting the specific training and experience requirements.

* 22. How many veterans were hired externally during the year?

3

* 23. How many were Hispanic/Latino Veterans?

2

*24. By selecting "I Agree" below, I hereby certify that this completed survey represents the Hispanic/Latino Employment Plan Survey of this agency and that the agency head reviewed and approved these responses.

I Agree

I Do Not Agree

