

Affirmative Action Plan 2016

National Women's History Month

Working to Form a More Perfect Union:
Honoring Women in Public Service and Government



HISTORY

WOMEN'S

MONTH





National Women's History Month

Working to Form a More Perfect Union:
Honoring Women in Public Service and Government

The National Women's History Month theme for 2016 honors women who have shaped America's history and its future through their public service and government leadership. Although often overlooked and undervalued, collectively they have dramatically influenced our public policy and the building of viable institutions and organizations. From championing basic human rights to ensuring access and equal opportunity for all Americans, they have led the way in establishing a stronger and more democratic country.

Each of these public leaders succeeded against great odds. The diversity of their experiences demonstrates both the challenges and the opportunities women in public service have faced. Their ability to use the art of collaboration to create inclusive solutions and non-partisan policies, as well as their skill and determination, serve to inspire future generations. The tenacity of each Honoree underlines the fact that women from all cultural backgrounds in all levels of public service and government are essential in the continuing work of forming a more perfect union.



**AFFIRMATIVE ACTION PLAN
2016**

Prepared and Published by

Office of Business & Workforce Diversity
Bureau of Civil Rights
Illinois Department of Transportation

Springfield, Illinois
September 1, 2015

DOCUMENT CONTROL

The Affirmative Action Plan is reviewed during use for adequacy and updated by the Bureau of Civil Rights on an annual basis.

Archived versions of this manual are available to examine in the Policy & Research Center, Room 320 of the Hanley Building.

Electronic

Portable Document Format (PDF) has been selected as the primary distribution format, and the official version of the manual is available on the Policy & Research Center Library site on InsideDOT.

Hard Copy

This manual is distributed in hard copy format on a limited basis. Employees who choose to print a copy of the manual are responsible for ensuring use of the most current version.

CONTENTS

EXECUTIVE SUMMARY	1
SECTION ONE: COMPLIANCE REQUIREMENTS	
A. Equal Employment Opportunity/Affirmative Action Program Certification	2
B. Secretary’s Policy Statement	3
C. Agency Profile.....	4
D. Responsibility for Implementation	8
E. Agency EEO Network Organizational Charts	12
F. Civil Rights Organizational Chart	13
G. Civil Rights Committee Organizational Chart	14
H. Methods of Disseminating the Agency’s Affirmative Action Plan	15
SECTION TWO: WORKFORCE AVAILABILITY ANALYSIS	
A. Internal Workforce Analysis	17
B. Internal Workforce Transactions	28
C. Availability Analysis Narrative	37
D. Statewide Availability Statistics	39
E. Underutilization Summary by Region.....	159
SECTION THREE: AGENCY GOALS	
A. Programmatic Goals – Narrative and Problem Areas.....	160
Workforce Diversity.....	161
Protected Class Employment.....	163
Highway Maintainer Positions.....	165
Discipline concerning minority Highway Maintainers.....	167
Job Development and Training for Persons with Disabilities	169
B. Numerical Goals – Narrative and Problem Areas.....	171
Women Employment	172
African American or Black Employment.....	174
Hispanic or Latino Employment	176
Asian American Employment.....	178
American Indian and Alaska Native Employment.....	180
SECTION FOUR: COMPLAINT PROCESS	
A. Employment Discrimination Complaint Process.....	181
B. Title VII/EEO Complaint Form.....	187

SECTION FIVE: DISABILITY PROGRAM

A. Statement of Reasonable Accommodation-Policy Statement 190

B. Affirmative Action for Employing Persons with Disabilities 191

C. Employing Persons with Disabilities – IDOT Workforce 192

D. Numerical goals for Employment of Persons with Disabilities 197

E. Labor Force Analysis for People with Disabilities 199

F. Reasonable Accommodation Narrative 200

G. Physical Access Audit 203

H. Procedure Barrier Narrative 204

I. Disability Survey Form Information 209

J. Procedures for a Reasonable Accommodation Request 210

K. Accommodation Request Form 212

L. SOI-Accommodation Request Form for Applicants 213

M. ADA Complaint Form – Title I 215

N. ADA Complaint Form – Title II 217

SECTION SIX: LAWS

A. Applicable EEO Laws 219

SECTION SEVEN: REPORTING AND RECORD KEEPING

A. Reporting and Record Keeping Narrative 223

B. Hiring Monitor 224

C. Promotion Monitor 225

D. Interview Rating Sheet Narrative & Instructions 226

E. Interview Rating Sheet Form 228

F. Candidate Evaluation Form 230

G. Exit Interview Cover Letter 232

H. Exit Interview Form 233

APPENDIX

A. Affirmative Action Plan Definitions 235

B. Position Titles by EEOC Category 237

C. EEOC Job Categories Definitions 238

D. SOI-Disability Hiring Survey 240

E. Counties by IDHR Regions 241

F. Illinois Department of Human Rights State Regional Map 242

G. Illinois Department of Transportation Highway Regional/District Map 243

EXECUTIVE SUMMARY

The Illinois Department of Transportation (IDOT) is required to submit an annual Affirmative Action Plan (AAP) to the Illinois Department of Human Rights (IDHR).

The IDHR guidelines instruct the department to utilize specific data calculation methods to determine the underutilization of women, African Americans or Blacks, Hispanics or Latinos, Asian Americans, American Indian and Alaska Natives, Native Hawaiians and Other Pacific Islanders within IDOT's nine districts including the Central Office.

IDOT's numerical goals where applicable, were developed by calculating the underutilization of women, African Americans or Blacks, Hispanics or Latinos, Asian Americans, American Indian and Alaska Natives, Native Hawaiians and Other Pacific Islanders.

IDOT used workforce data current as of June 30, 2015. Based on that data, IDOT had a total underutilization of 1,136 individuals in protected class groups.

The total underutilization by protected class groups was broken down as follows:

- 938 Women
- 41 African Americans or Blacks
- 132 Hispanic or Latinos
- 24 Asian Americans
- 1 American Indian and Alaska Native
- Native Hawaiians and Other Pacific Islanders are at parity.

IDHR's state regional map has 10 regions; however, IDOT has 5 five regions/9 districts. For purposes of the 2016 Affirmative Action Plan, IDOT incorporated its geographical counties within IDHR's Regions. IDOT's and IDHR's maps can be found in the Appendix.

IDHR utilizes eight Equal Employment Opportunity (EEO) categories which include:

- Officials/Administrators
- Professionals
- Technicians
- Protective Service
- Para-paraprofessionals
- Office/Clerical
- Skill Craft
- Service–Maintenance

IDOT calculated seven of the eight EEO categories pursuant to instructions provided by IDHR; however, IDOT excluded the Protective Service category as IDOT does not employ individuals in that classification.

IDOT will demonstrate a good-faith effort to decrease underutilization. This will be accomplished by identifying and acting on every opportunity to employ qualified minorities and women within EEO categories if they are underutilized. IDOT will implement recruitment strategies designed to help meet the goals outlined in this AAP.

Section One

Compliance Requirements



Sonia Pressman Fuentes

(1928 - Present)

**NOW co-founder, first woman attorney
in the Office of the General Counsel at the EEOC**

Sonia Pressman Fuentes is a lawyer, author, speaker and pioneering feminist leader who fought for women's equality in the work force and helped initiate the Second Wave of the women's rights movement.



Isabel Gonzalez

(1882-1971)

**Champion of Puerto Ricans
securing American Citizenship**

Isabel González was a Puerto Rican woman who fought for 15 years to ensure full U.S. citizenship rights for all Puerto Ricans. The United States acquired Puerto Rico from Spain in 1898 promising dignity to its people.



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM CERTIFICATION

AGENCY ILLINOIS DEPARTMENT OF TRANSPORTATION

ADDRESS 2300 Dirksen Parkway, Springfield, Illinois 62764

TELEPHONE NUMBER (217) 782-2762

CHIEF EXECUTIVE OFFICER Randall S. Blankenhorn, Secretary

EEO/AA OFFICER Carlos Ramirez

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

Handwritten signature of Randall S. Blankenhorn in blue ink.

Signature

Chief Executive Officer

Handwritten date 10/1/15 in blue ink.

Date

Handwritten signature of Carlos Ramirez in blue ink.

Signature

EEO/AA Officer

Handwritten date 9/23/15 in blue ink.

Date



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

SECRETARY'S POLICY STATEMENT

This policy statement is designed to express the Illinois Department of Transportation's (IDOT) intention and commitment to comply with the legal and moral requirements of federal and state civil rights laws and executive orders. IDOT is committed to Equal Employment Opportunity and Affirmative Action to fulfill these requirements.

IDOT will recruit, hire, maintain and promote qualified persons in all available positions, and will not unlawfully discriminate against applicants or employees based on race, color, religion, national origin, ancestry, age, sex, marital status, physical or mental disability, military status, sexual orientation, citizenship status, order of protection status, pregnancy or unfavorable discharge from military service.

IDOT is committed to and reaffirms its support of equal opportunity in employment and non-discrimination in its personnel policies, practices and procedures. IDOT is also committed to a policy of affirmative action, diversity and equal employment opportunities for underrepresented groups.

The Bureau Chief of Civil Rights has been assigned the responsibility to guide IDOT's efforts toward carrying out the mandates of this policy and to report the progress to the Secretary of IDOT.

This departmental policy extends to all activities, programs and services which are conducted statewide by other agencies, institutions, organizations or political subdivisions where service and/or financial assistance are made available by IDOT through contracts or other arrangements using federal or state funds.

A handwritten signature in black ink, appearing to read 'Randall S. Blankenhorn'.

Randall S. Blankenhorn
Secretary

AGENCY PROFILE

A. History

The Illinois Department of Transportation (IDOT) was created by the Illinois General Assembly on January 1, 1972. IDOT replaced the Department of Public Works and Buildings, which was created in 1917. Before that, transportation services were handled by the State Highway Commission, which was created in 1905. Today, IDOT is a multi-modal transportation agency with various levels of responsibility for highways and bridges, public transit, aeronautics, rail freight and passenger transportation and traffic safety.

The cornerstone of the state's transportation network is comprised of more than 16,000 miles of state-administered highways which include 2,185 interstate miles. IDOT also oversees the second largest air transportation system in the nation. Across the state there are over 408 public use airports (including heliports and other landing facilities) serving the general public which includes Chicago O'Hare International Airport, one of the world's busiest airports.

The 10,000 miles of railroad track make the rail system the nation's second largest. Two of the country's busiest rail-freight terminals are in Chicago and the East St. Louis region. One of Amtrak's national rail-passenger service hubs is in Chicago with trains on ten regional and transcontinental routes providing service every weekday to cities in Illinois and destinations beyond. The state supports supplemental service in four intercity corridors between Chicago and St. Louis, Carbondale, Quincy and Milwaukee. The public transit system in the Chicago metro area operates the second largest transportation system in the nation, carrying approximately 600 million passengers each year on buses and rail. More than 60 additional downstate transit systems provide services to metropolitan, small urban and rural areas statewide.

Illinois has more than 2,000 miles of on- and off-road bikeways for its 4 million bicyclists, with nearly 1,000 miles in northeastern Illinois. More than 89,000 miles of the 140,000 miles of Illinois highways, streets, and roads also are suitable for bicycling. In many areas of the state, these networks provide access to public transportation. Illinois has over 160 trails consisting of nearly 1,200 miles for use by bicyclists and/or pedestrians.

Illinois is uniquely situated to be a leader in transportation because of its geographical location, industrial and agricultural base, and urban concentration. Illinois lies at the heart of the nation's interstate highway system. Three coast-to-coast interstates (I-70, I-80, I-90) pass through the state. Major east/west and north/south routes provide direct highway access to every point in the country.

Illinois' multi-modal and balanced transportation system provides an infrastructure that is basic to a healthy economy and society. Extensive transportation investments over the years continue to make significant contributions to the social and economic future of the state and nation.

B. Objectives

The major objective of the department is to ensure that all the transportation systems in Illinois are developed and maintained to provide for the safe and efficient movement of people and

products. In addition, the department is charged with allocating public resources and setting policy that will lead to a balanced and coordinated transportation system.

The department accomplishes these objectives by carrying out its responsibility for statewide transportation planning; the allocation of resources and funds; development, construction, operation and maintenance of transportation facilities; and, administration of grants and programs to local units of government.

C. Organization

Under the umbrella of IDOT are the following offices/divisions: Office of the Secretary, Office of Business and Workforce Diversity, Office of Chief Counsel, Office of Finance and Administration, Office of Communications, Office of Internal Audit, Office of Legislative Affairs, Office of Planning and Programming, Office of Quality Compliance and Review, Office of Innovative Project Delivery, Division of Aeronautics, Division of Highways, Division of Public and Intermodal Transportation and Division of Traffic Safety.

1. **Office of the Secretary** guides all IDOT's activities including personnel administration and the development and implementation of transportation policies, programs and activities. The Secretary carries out that accountability by delegating the appropriate authority and responsibility to the directors of the various divisions and offices.
2. **Office of Business and Workforce Diversity (OBWD)** administers IDOT's Disadvantaged Business Enterprise (DBE) program in accordance with regulations from the United States Department of Transportation (DOT). OBWD ensures that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. In addition, OBWD ensures nondiscrimination in the award and administration of DOT-assisted contracts, and is committed to creating a level playing field on which DBEs can compete fairly for DOT-assisted contracts.
 - a. **The Bureau of Civil Rights (BCR)** provides for the development and implementation of the department's Equal Employment Opportunity and Affirmative Action programs in compliance with federal and/or state law. BCR also provides counseling and informational services to applicants and employees. Further, BCR investigates allegations of discrimination in employment and services, and assists the Office of Chief Counsel and the Illinois Attorney General's Office in preparing departmental responses to allegations of discrimination.
3. **Office of Chief Counsel (OCC)** provides legal counsel to the department on both policy issues and proposed actions affecting any of its operating divisions or staff offices. OCC is also responsible for the prosecution of all departmental litigation in cooperation with the Attorney General. OCC administers tort liability claims, property damage claims and uncollectible receivables. It also processes lien and bond claims against contractors. In addition, OCC coordinates the purchase and service of all insurance policies and administers the department's self-insurance program.
4. **Office of Finance and Administration (F&A)** provides timely, high quality services such as centralized business functions, management of the agency's budget and personnel systems and fiscal management to the divisions and

offices of IDOT in support of their efforts to achieve the department's overall mission. F&A also ensures compliance with state law and departmental policies.

5. **Office of Communications (OOC)** provides the traveling public with accurate real-time information on transportation projects that affect the areas in which they live and conduct business. OOC has a primary goal of ensuring that IDOT policies, actions, and goals are consistently communicated, supported and enhanced throughout the department and the state of Illinois.
6. **Office of Internal Audit (OIA)** provides independent internal audit services to IDOT as required by the Fiscal Control and Internal Auditing Act (FCIAA). FCIAA is responsible for conducting system development reviews of various information technology projects. The office also tracks management's implementation of its corrective action plans in response to weaknesses noted during internal audits to ensure that appropriate action is taken in a timely manner.
7. **Office of Legislative Affairs (OLA)** guarantees that IDOT policies, actions and goals are consistently communicated, supported and enhanced through interaction with legislative contacts, state and local officials and private organizations to guarantee that Illinois constituents' needs are serviced well.
8. **Office of Planning and Programming (OP&P)** develops plans and programs aimed at improving the state's transportation system. OP&P works with metropolitan planning organizations to develop plans and programs for urban transportation, monitors the physical condition of the transportation system, assesses the need for improvement and evaluates proposals for major investments in the system. OP&P, cooperatively with the Division of Public and Intermodal Transportation, administers the state rail-passenger and freight-assistance programs and develops federal policy and legislative agenda.
9. **Office of Quality Compliance and Review (OQCR)** conducts independent tests and provides assurance to the Secretary of Transportation as to the level of fiscal integrity, construction contract compliance and to ensure professional, confidential and cooperative investigations with law enforcement agencies.
10. **Office of Innovative Project Delivery (OIPD)** is responsible for advancing major high profile transportation infrastructure projects that are some of IDOT's most complex and expensive, many of which have statewide significance. OIPD will formulate and manage IDOT's strategy and policy for engaging private and public sector entities in novel partnership, delivery and financing arrangements for projects that may not otherwise be constructed or delivered as efficiently. OIPD will lead the department's work with public and private partnerships, management of the department's mega projects and efforts with innovative project delivery methods such as Design-Build and Construction Manager/General Contractor.
11. **Division of Aeronautics (DOA)** coordinates and implements programs concerning air safety, airport planning and construction. In addition, DOA sponsors air safety education programs and conducts airport inspections.
12. **Division of Highways (DOH)** develops, maintains and operates the state highway system in a timely, efficient and economical manner. The central bureaus of the DOH develop policies, procedures, standards and guidelines to accomplish the department's highway system improvement objectives. The

central bureaus monitor district programs to ensure statewide uniformity of policy interpretation and compliance and to ensure program coordination with federal, state and local agencies.

13. **Division of Public and Intermodal Transportation (DPIT)** provides technical assistance and administers state and federal funding to public transit systems throughout the state, including the three bus and rail transit systems under the Regional Transportation Authority in northeastern Illinois. The funding administered by the department provides both capital and operating grants. In addition, DPIT assists non-profit agencies throughout the state in purchasing special transit vehicles and equipment to serve the elderly and individuals with disabilities.
14. **Division of Traffic Safety (DTS)** provides motorists, cyclists and pedestrians with the safest possible highway environment by concentrating available money in the most cost-efficient manner in an effort to reduce accidents, injuries and fatalities. DTS develops regulations in accident reporting, hazardous materials, vehicle inspection, safety, cycle rider training and federal highway safety grants.

RESPONSIBILITY FOR IMPLEMENTATION OF THE AGENCY'S AFFIRMATIVE ACTION POLICY AND PLAN

The ultimate responsibility of achieving Equal Employment Opportunity (EEO) for all Illinois Department of Transportation (IDOT) employees through affirmative programs rests with the Secretary of IDOT. This responsibility is dictated by law as well as principles of sound public administration. The Secretary has appointed Carlos Ramirez, the Bureau Chief of Civil Rights, as the department's EEO/Affirmative Action Officer.

The Office of Business and Workforce Diversity has been assigned the responsibility of monitoring the department's Civil Rights programs. The Bureau Chief of Civil Rights, Carlos Ramirez, reports directly to the Secretary of Transportation. The Civil Rights staff reports to the Office of Business and Workforce Diversity.

The Bureau of Civil Rights (BCR) is located on the third level of IDOT in Room 317, Harry R. Hanley Building, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The telephone number for BCR is (217) 782-2762.

By statute, the BCR is assigned the responsibility of guiding the department's efforts toward implementing the mandates of state and federal laws and executive orders relative to Civil Rights. The duties of the BCR include but are not limited to those delineated in Section 2520.780 of the Illinois Administrative Code and the Rules and Regulations of the Illinois Department of Human Rights (IDHR).

A. IDOT's EEO Officer Responsibilities:

1. develop the agency's Affirmative Action Plan (AAP), goals and objectives;
2. identify and solve EEO problems;
3. design and implement internal audits and reporting systems for measuring the effectiveness of IDOT's programs, indicate the need for remedial action and determine the degree to which IDOT's goals and objectives have been attained;
4. serve as liaison between IDOT and EEO enforcement authorities;
5. serve as liaison between IDOT, minorities, women and organizations serving individuals with disabilities;
6. inform management of developments in the EEO field;
7. assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal opportunity;
8. confer with managers, supervisors and employees to ensure that IDOT's EEO policies are observed;
9. advise managers and supervisors whether their employment practices comply with the Illinois Human Rights Act;

10. report to IDHR all internal and external complaints of discrimination against IDOT;
11. assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790(a&b) of the IDHR Rules and Regulations;
12. direct agency staff (at the direction of the Secretary) on how to take appropriate action to correct discriminatory practices identified;
13. prepare quarterly reports with recommendations that address any underutilization identified by IDHR within the department, and report to the Secretary on progress of actions taken;
14. immediately notify the Secretary and IDHR when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or the disabled;
15. work with Central Management Services, if the agency is in noncompliance as described in Section 2520.795, to develop programs to train staff in hiring and promotional practices and notify IDHR of such training; and
16. provide 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, marital status, arrest record, military status, pregnancy, order of protection status, unfavorable discharge from military service, citizenship status and disability.

B. Other duties designated by the Rules and Regulations of IDHR in Section 2520.770 include the following:

1. Quarterly Reports

The Bureau Chief of Civil Rights (BCCR) shall file with IDHR, after the end of each fiscal quarter, a report signed by the Secretary.

2. Layoff Reports

If a state agency is planning layoffs, the agency shall prepare a report outlining any plans for the layoff of the incumbent employees. The report/layoff plan shall be prepared and submitted to the agency's BCCR and IDHR. The BCCR shall review the report/layoff plan to determine if it will have a disparate impact upon minorities, women or the disabled. The BCCR shall submit a written report to the Secretary and to IDHR.

3. Position Vacancies

Each state agency shall maintain a centralized record detailing all its current and anticipated job openings. It shall indicate for each such opening the job title, EEO job category, pay grade or merit compensation level and geographical location. This information shall be supplied to the agency's BCCR and to IDHR upon request.

4. Affirmative Action Plan

The BCCR is responsible for developing a written AAP conforming to the requirements designated by the Rules and Regulations of IDHR. The AAP must be reviewed and updated annually and submitted to IDHR for approval.

5. Reorganization Reports

Any state agency that proposes to reorganize its workforce in such a fashion as to significantly change lines of authority, wages, or job duties and descriptions on an agency-wide basis, or throughout any bureau, division or unit of the agency, shall prepare a reorganization plan and submit it to the agency's BCCR at least 30 days prior to implementation. The BCCR shall review the plan to determine whether it will have a disparate impact upon minorities, women or the disabled and shall submit a report summarizing that analysis within 15 days after receipt of the plan to the Secretary and IDHR.

6. Hiring and Promotion Monitor

A hiring and promotion monitor shall be completed on all hires and promotions, indicating the EEO job category and classifications of the position and whether the category is currently underutilized in any of the affirmative action groups, which have designated numerical goals and timetables. Hiring and promotion monitors shall be maintained in a confidential file with the BCCR.

7. Exit Questionnaire

Each state agency shall provide an exit questionnaire to all employees at the time of their separation from employment with the agency, whether voluntary or involuntary. The questionnaire shall identify the employee by name and affirmative action group, job title and location, date of separation, and reason(s) for separation, and shall include space for the employee's comments. Completion of the questionnaire shall be optional by the employee. Completed questionnaires shall be forwarded to the BCCR.

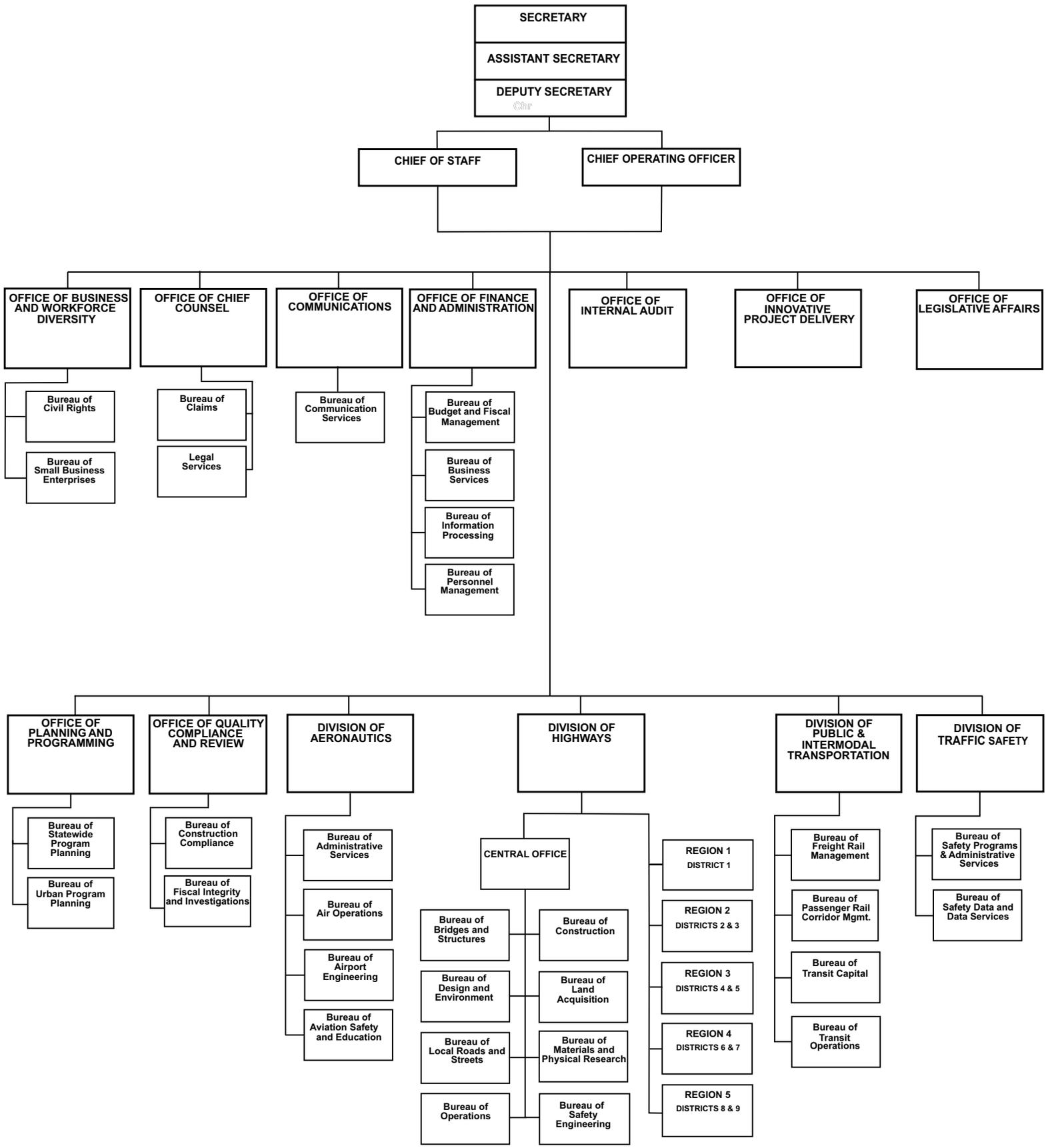
C. Section 2-105(4) of the Illinois Human Rights Act dictates additional duties for agency EEO Officers, which include the following:

1. advising the agency head with respect to the preparation of EEO programs, procedures, regulations, reports and the agency's AAP;
2. evaluating in writing each fiscal year the sufficiency of the total agency program for equal employment opportunity and reporting to the agency head with recommendations as to any improvement or correction in recruiting, hiring or promotion needed, including remedial or disciplinary action with respect to managerial or supervisory employees who have failed to cooperate fully or who are in violation of the program;
3. making changes in recruitment, training and promotion programs and in hiring and promotion procedures designed to eliminate discriminatory practices when authorized;

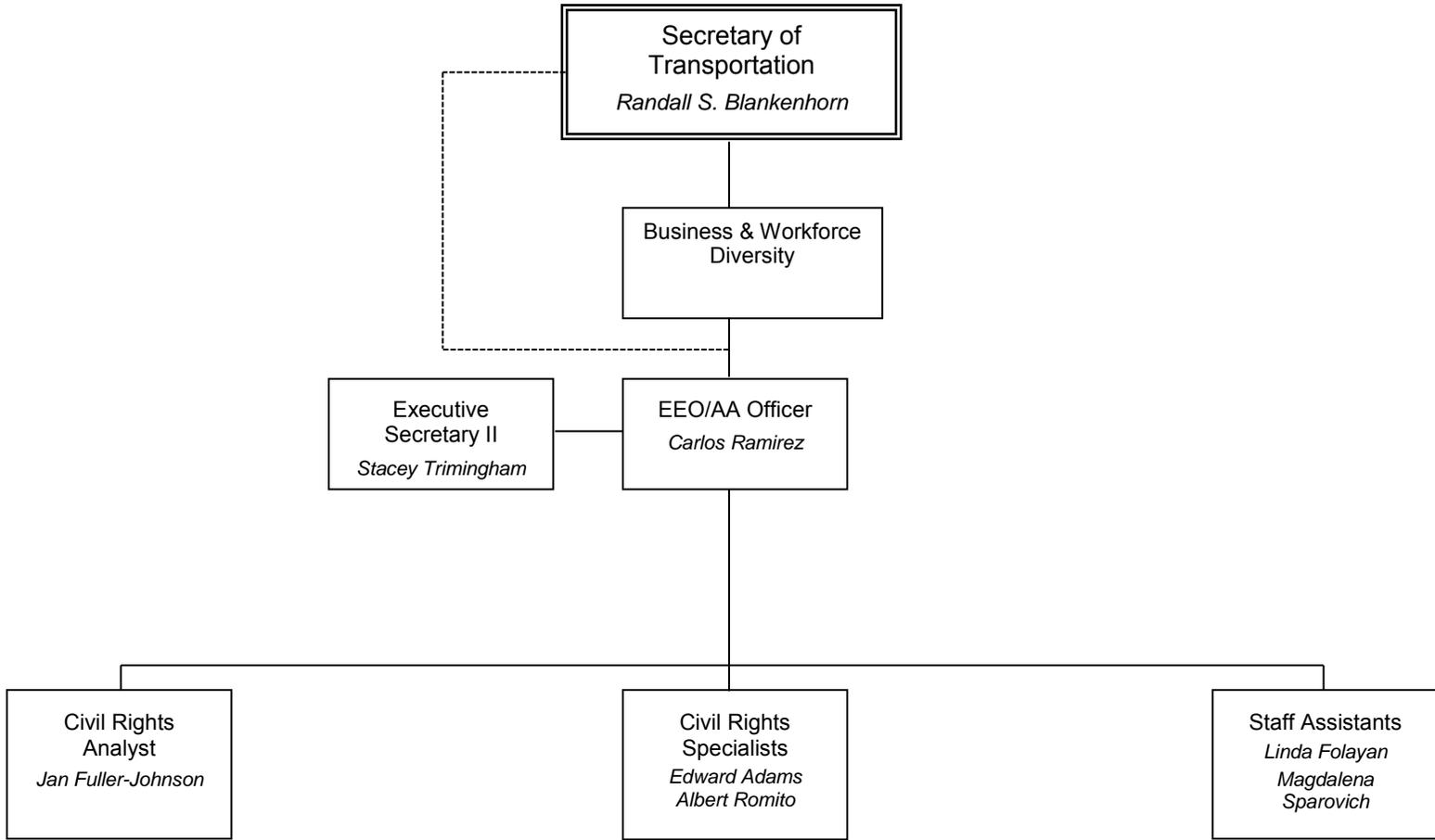
4. evaluating tests, employment policies, practices and qualifications and reporting to the agency head and to the department, any policies, practices and qualifications that have unequal impact by race or national origin, sex or disability or any other protected category;
5. assisting in recruiting of people in underrepresented classifications. This function shall be performed in cooperation with the Illinois Department of Central Management Services; and
6. making any aggrieved employee or applicant for employment aware of his or her remedies under this Act.

D. Bureau Chief of Personnel Management, under this plan, is responsible for the following activities in consultation with the BCCR:

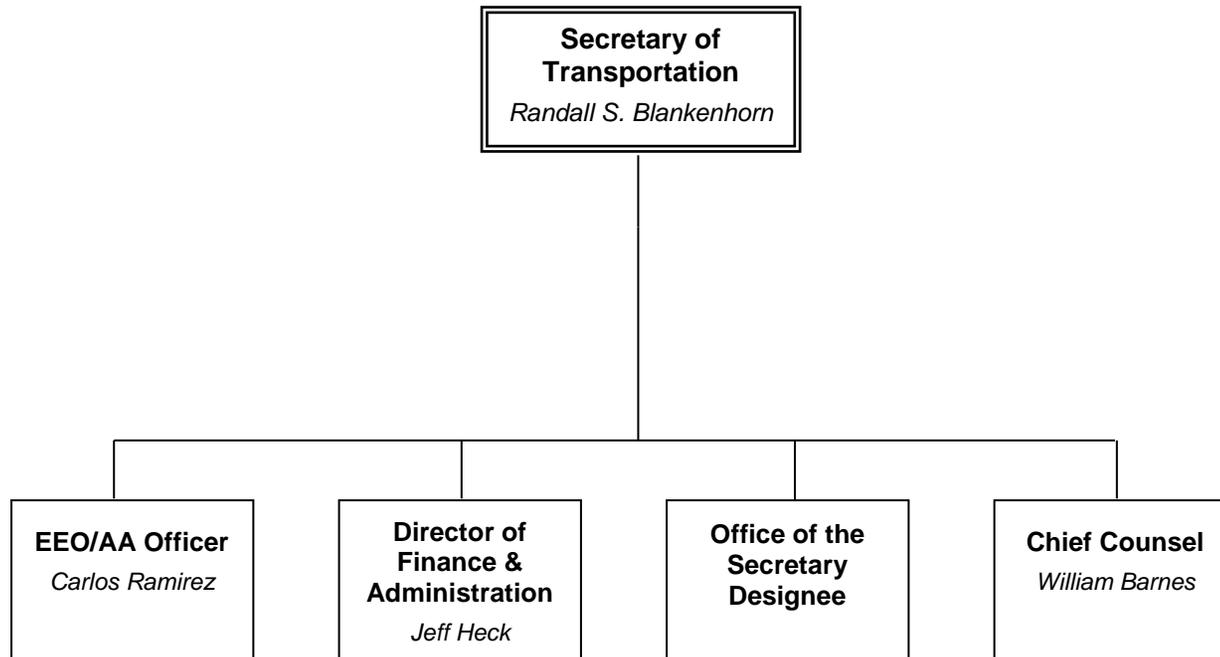
1. The development and maintenance of all personnel directives in a manner consistent with applicable laws, regulations and this plan.
2. The periodic review of the department's classification system or procedures, benefit packages, leave policies, training and career development programs, recruitment procedures and other employment practices to ensure that all such practices and procedures conform with current laws, regulations and this plan.



**Illinois Department of Transportation
Bureau of Civil Rights-Organizational Chart**



**Illinois Department of Transportation
Office of Business & Workforce Diversity
Bureau of Civil Rights
Civil Rights Committee Organizational Chart**



METHODS OF DISSEMINATING THE AGENCY'S AFFIRMATIVE ACTION POLICY AND PLAN

To ensure that all employees, applicants and other interested entities are aware of the Illinois Department of Transportation's (IDOT) Affirmative Action Policy and Plan, IDOT will utilize the following steps to disseminate this information internally and externally.

A. Internal Dissemination

1. Affirmative Action Policy

IDOT will do the following to ensure internal dissemination:

- a. state a policy of Equal Employment Opportunity (EEO) and Affirmative Action (AA) in the department's Personnel Policies and Procedures Manual;
- b. post the Secretary's EEO/AA Policy Statement on bulletin boards each year throughout IDOT facilities after approval of the Affirmative Action Plan;
- c. include the statement---"IDOT is an EEO/AA employer" and "IDOT has an EEO/AA policy"---in all employee orientation programs;
- d. include a nondiscrimination clause in union agreements and all contracts awarded by IDOT;
- e. include articles covering the benefits of EEO/AA programs, career promotions and other items of career interests in appropriate publications;
- f. include non-minority, minority and disabled persons when featuring employees in product or consumer advertising, in employee handbooks or similar publications;
- g. continue to apprise all employees about the department's existing EEO/AA programs and afford them the opportunity to benefit from such programs (i.e., tuition reimbursement, training, etc.);
- h. display and/or disseminate EEO/AA related information for posting and dissemination; and
- i. post policy on IDOT's internet website.

2. Affirmative Action Plan (AAP)

IDOT will do the following to ensure internal dissemination:

- a. make the AAP available to all employees via the Policy and Research Library on the intranet;
- b. place the AAP in the department's library; and

- c. allow, upon request, staff to review a copy of the AAP by contacting the Bureau of Civil Rights.

B. External Dissemination

1. Affirmative Action Policy

IDOT will do the following to ensure external dissemination:

- a. distribute the Secretary's Policy Statement and the department's policy regarding AA to external recruitment sources used by the department upon request. These sources include colleges, universities and organizations specializing in the education and employment placement of minorities, women and disabled individuals;
- b. feature non-minority, minority and disabled employees in department publications;
- c. place an EEO clause in all recruitment packets and advertisements for employment; and
- d. inform all contractors, sub-contractors, vendors and suppliers of the department's EEO/AA policy.

2. AAP

IDOT will do the following to ensure external dissemination:

- a. distribute to the Illinois State Library, the United States Department of Transportation, the Federal Highway Administration, the State of Illinois Legislature and the Illinois Department of Human Rights; and
- b. make available to all recruitment sources.

Section Two

Workforce Availability Analysis



Ella Grasso

(1919-1981)

Governor of Connecticut, First Woman Governor of any US State Elected in Her Own Right

Ella Grasso was the first woman elected governor of a U.S. state in her own right, serving as Governor of Connecticut from 1974 through 1980. Grasso's political career spanned over 45 years and she won all ten elections she ever ran in. The daughter of Italian immigrants, Ella Tambussi gained a commitment to public service at her alma mater Mount Holyoke College.



Suzan Shown Harjo

(1945 - Present)

Native American Public Policy Advocate and Journalist

Suzan Shown Harjo is a Native American activist whose 50-year career includes work in journalism, poetry, curating, and policy advocacy. Descended from Cheyenne and Hodulgee Muscogee Nations, her accomplishments include helping Native peoples regain more than one million acres of tribal lands.

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 1

EEO Category	Grand Total	MALES								Total	FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials/Managers	252	188	131	29	16	12	0	0	4	64	39	11	7	7	0	0	4	75%	25%	67%	16%	9%	8%	0%	0%	3%
Professionals	388	302	185	58	27	32	0	0	8	86	36	28	15	7	0	0	3	78%	22%	57%	22%	11%	10%	0%	0%	3%
Technicians	108	83	42	23	11	6	1	0	3	25	11	10	2	2	0	0	0	77%	23%	49%	31%	12%	7%	1%	0%	3%
Protective Service																										
Para-professionals	20	10	5	2	3	0	0	0	2	10	5	4	1	0	0	0	1	50%	50%	50%	30%	20%	0%	0%	0%	15%
Office/Clerical	3	1	1	0	0	0	0	0	1	2	0	1	1	0	0	0	0	33%	67%	33%	33%	33%	0%	0%	0%	33%
Skilled Craft	27	27	25	0	2	0	0	0	1	0	0	0	0	0	0	0	0	100%	0%	93%	0%	7%	0%	0%	0%	4%
Service/Maintenance	577	567	369	129	65	3	1	0	10	10	5	5	0	0	0	0	0	98%	2%	65%	23%	11%	1%	0%	0%	2%
TOTAL	1375	1178	758	241	124	53	2	0	29	197	96	59	26	16	0	0	8	86%	14%	62%	22%	0%	5%	0%	0%	3%

Grand Total Employees for Region 1:	Males: 1178 86%	Females: 197 14%	Total Minorities: 521 38%
White: 854 62%	African Am: 300 22%	Hispanic: 150 11%	Asian: 69 5%
	AI/AN: 2 0%	NHOPI: 0 0%	Disabled: 37 3%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 2

EEO Category	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers																										
Professionals	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Technicians																										
Protective Service																										
Para-professionals																										
Office/Clerical																										
Skilled Craft Service/Maintenance	47	47	46	0	1	0	0	0	1	0	0	0	0	0	0	0	0	100%	0%	98%	0%	2%	0%	0%	0%	2%
TOTAL	48	48	47	0	1	0	0	0	1	0	100%	0%	98%	0%	2%	0%	0%	0%	2%							

Grand Total Employees for Region 2:	Males: 48 100%	Females: 0 0%	Total Minorities: 1 2%
White: 47 98%	African Am: 0 0%	Hispanic: 1 2%	Asian: 0 0%
			AI/AN: 0 0%
			NHOPI: 0 0%
			Disabled: 1 2%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 3

EEO Category	Grand		MALES								FEMALES								PERCENTAGES							
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	111	94	89	0	3	2	0	0	2	17	17	0	0	0	0	0	2	85%	15%	95%	0%	3%	2%	0%	0%	4%
Professionals	196	150	127	11	7	5	0	0	4	46	40	3	3	0	0	2	77%	23%	85%	7%	5%	3%	0%	0%	3%	
Technicians	79	65	60	2	3	0	0	0	3	14	14	0	0	0	0	0	82%	18%	94%	3%	4%	0%	0%	0%	4%	
Protective Service																										
Para-professionals	20	0	0	0	0	0	0	0	0	20	18	0	2	0	0	0	0%	100%	90%	0%	10%	0%	0%	0%	0%	
Office/Clerical	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0%	0%	100%	0%	0%	0%	0%	0%	0%	
Skilled Craft Service/Maintenance	208	207	199	3	4	1	0	0	1	1	1	0	0	0	0	1	100%	0%	96%	1%	2%	0%	0%	0%	1%	
TOTAL	618	516	475	16	17	8	0	0	10	102	94	3	5	0	0	5	83%	17%	92%	3%	4%	1%	0%	0%	2%	

Grand Total Employees for Region 3:	Males:	516	Females:	102	Total Minorities:	49							
		83%		17%		8%							
White:	569	African Am:	19	Hispanic:	22	Asian:	8	AI/AN:	0	NHOPI:	0	Disabled:	15
	92%		3%		4%		1%		0%		0%		2%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
 D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 4

EEO Category	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	67%	33%	100%	0%	0%	0%	0%	0%	0%
Professionals	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0%	100%	100%	0%	0%	0%	0%	0%	0%
Technicians	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Protective Service																										
Para-professionals																										
Office/Clerical																										
Skilled Craft Service/Maintenance	103	102	98	2	1	1	0	0	1	1	1	0	0	0	0	0	0	99%	1%	96%	2%	1%	1%	0%	0%	1%
TOTAL	108	105	101	2	1	1	0	0	1	3	3	0	0	0	0	0	97%	3%	96%	2%	1%	1%	0%	0%	0%	1%

Grand Total Employees for Region 4:	Males:	105	Females:	3	Total Minorities:	4							
		97%		3%		4%							
White:	104	African Am:	2	Hispanic:	1	Asian:	1	AI/AN:	0	NHOPI:	0	Disabled:	1
	96%		2%		1%		1%		0%		0%		1%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
 D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 5

EEO Category	Grand Total		MALES								FEMALES								PERCENTAGES							
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	59	51	45	4	2	0	0	0	2	8	7	1	0	0	0	0	0	86%	14%	88%	8%	3%	0%	0%	0%	3%
Professionals	83	61	50	7	4	0	0	0	1	22	18	3	1	0	0	0	1	73%	27%	82%	12%	6%	0%	0%	0%	2%
Technicians	36	26	19	5	1	0	1	0	1	10	8	1	1	0	0	0	0	72%	28%	75%	17%	6%	0%	3%	0%	3%
Protective Service																										
Para-professionals	7	0	0	0	0	0	0	0	0	7	6	1	0	0	0	0	0	0%	100%	86%	14%	0%	0%	0%	0%	0%
Office/Clerical	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft																										
Service/Maintenance	175	173	156	10	6	0	1	0	7	2	2	0	0	0	0	0	0	99%	1%	90%	6%	3%	0%	1%	0%	4%
TOTAL	361	311	270	26	13	0	2	0	11	50	42	6	2	0	0	0	1	86%	14%	86%	9%	4%	0%	1%	0%	3%

Grand Total Employees for Region 6:	Males: 311 86%	Females: 50 14%	Total Minorities: 49 14%
White: 312 86%	African Am: 32 9%	Hispanic: 15 4%	Asian: 0 0%
AI/AN: 2 1%	NHOPI: 0 0%	Disabled: 12 3%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 6

EEO Category	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Professionals																										
Technicians																										
Protective Service																										
Para-professionals																										
Office/Clerical																										
Skilled Craft Service/Maintenance	103	102	101	0	0	0	1	0	0	1	0	1	0	0	0	0	0	99%	1%	98%	1%	0%	0%	1%	0%	0%
TOTAL	107	106	105	0	0	0	1	0	0	1	0	1	0	0	0	0	99%	1%	98%	1%	0%	0%	1%	0%	0%	

Grand Total Employees for Region 7:	Males: 106 99%	Females: 1 1%	Total Minorities: 2 2%
White: 105 98%	African Am: 1 1%	Hispanic: 0 0%	Asian: 0 0%
			AI/AN: 1 1%
			NHOPI: 0 0%
			Disabled: 0 0%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 7

EEO Category	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	411	280	253	18	2	6	1	0	7	131	111	15	3	2	0	0	3	68%	32%	89%	8%	1%	2%	0%	0%	2%
Professionals	364	229	194	22	9	3	1	0	14	135	116	14	4	1	0	0	2	63%	37%	85%	10%	4%	1%	0%	0%	4%
Technicians	158	118	107	9	1	1	0	0	5	40	28	7	2	3	0	0	2	75%	25%	85%	10%	2%	3%	0%	0%	4%
Protective Service																										
Para-professionals	44	3	3	0	0	0	0	0	2	41	38	2	0	1	0	0	3	7%	93%	93%	5%	0%	2%	0%	0%	11%
Office/Clerical	29	16	14	2	0	0	0	0	5	13	13	0	0	0	0	0	4	55%	45%	93%	7%	0%	0%	0%	0%	31%
Skilled Craft	10	9	9	0	0	0	0	0	0	1	1	0	0	0	0	0	0	90%	10%	100%	0%	0%	0%	0%	0%	0%
Service/Maintenance	173	173	167	6	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	97%	3%	0%	0%	0%	0%	0%
TOTAL	1189	828	747	57	12	10	2	0	33	361	307	38	9	7	0	14	70%	30%	89%	8%	0%	1%	0%	0%	0%	4%

Grand Total Employees for Region 8:	Males: 828 70%	Females: 361 30%	Total Minorities: 135 11%
White: 1054 89%	African Am: 95 8%	Hispanic: 21 2%	Asian: 17 1%
			AI/AN: 2 0%
			NHOPI: 0 0.04

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 8

EEO Category	Grand Total		MALES								FEMALES								PERCENTAGES							
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	76	54	48	5	0	1	0	0	1	22	18	3	0	0	1	0	0	71%	29%	87%	11%	0%	1%	1%	0%	1%
Professionals	117	83	58	20	4	1	0	0	0	34	22	12	0	0	0	0	71%	29%	68%	27%	3%	1%	0%	0%	0%	
Technicians	72	48	31	16	0	1	0	0	3	24	17	7	0	0	0	1	67%	33%	67%	32%	0%	1%	0%	0%	6%	
Protective Service																										
Para-professionals	9	0	0	0	0	0	0	0	0	9	9	0	0	0	0	0	0%	100%	100%	0%	0%	0%	0%	0%	0%	
Office/Clerical																										
Skilled Craft Service/Maintenance	245	243	226	12	4	0	0	1	1	2	1	1	0	0	0	0	99%	1%	93%	5%	2%	0%	0%	0%	0%	
TOTAL	519	428	363	53	8	3	0	1	5	91	67	23	0	0	1	0	82%	18%	83%	15%	2%	1%	0%	0%	1%	

Grand Total Employees for Region 9:	Males: 428 82%	Females: 91 18%	Total Minorities: 89 17%
White: 430 83%	African Am: 76 15%	Hispanic: 8 2%	Asian: 3 1%
	AI/AN: 1 0%	NHOPI: 1 0%	Disabled: 6 1%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 9

EEO Category	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	96	76	75	0	1	0	0	0	0	20	20	0	0	0	0	0	0	79%	21%	99%	0%	1%	0%	0%	0%	0%
Professionals	125	96	91	4	1	0	0	0	4	29	29	0	0	0	0	1	77%	23%	96%	3%	1%	0%	0%	0%	4%	
Technicians	87	67	64	2	0	0	1	0	0	20	20	0	0	0	0	0	77%	23%	97%	2%	0%	0%	1%	0%	0%	
Protective Service																										
Para-professionals	12	0	0	0	0	0	0	0	0	12	12	0	0	0	0		0%	100%	100%	0%	0%	0%	0%	0%	0%	
Office/Clerical	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0		0%	100%	100%	0%	0%	0%	0%	0%	0%	
Skilled Craft Service/Maintenance	139	139	136	1	0	2	0	0	2	0	0	0	0	0	0	1	100%	0%	98%	1%	0%	1%	0%	0%	2%	
TOTAL	461	378	366	7	2	2	1	0	6	83	83	0	0	0	0	2	82%	18%	97%	2%	0%	0%	0%	0%	2%	

Grand Total Employees for Region 10:	Males: 378 82%	Females: 83 18%	Total Minorities: 12 3%
White: 449 97%	African Am: 7 2%	Hispanic: 2 0%	Asian: 2 0%
			AI/AN: 1 0%
			NHOPI: 0 0%
			Disabled: 8 2%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: 10

EEO Category	Grand Total		MALES								FEMALES								PERCENTAGES							
	Total	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	43	33	32	0	1	0	0	0	0	10	8	1	0	1	0	0	0	77%	23%	93%	2%	2%	2%	0%	0%	0%
Professionals	77	60	56	4	0	0	0	0	0	17	17	0	0	0	0	0	0	78%	22%	95%	5%	0%	0%	0%	0%	0%
Technicians	39	30	29	1	0	0	0	0	0	9	6	3	0	0	0	0	0	77%	23%	90%	10%	0%	0%	0%	0%	0%
Protective Service																										
Para-professionals	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0%	100%	100%	0%	0%	0%	0%	0%	0%
Office/Clerical																										
Skilled Craft Service/Maintenance	161	158	144	10	1	0	3	0	1	3	3	0	0	0	0	0	0	98%	2%	91%	6%	1%	0%	2%	0%	1%
TOTAL	323	281	261	15	2	0	3	0	1	42	37	4	0	1	0	0	0	87%	13%	92%	6%	1%	0%	1%	0%	0%

Grand Total Employees for Region 11:	Males: 281 87%	Females: 42 13%	Total Minorities: 25 8%
White: 298 92%	African Am: 19 6%	Hispanic: 2 1%	Asian: 1 0.3%
	AI/AN: 3 1%	NHOPI: 0 0%	Disabled: 1 0%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
D=Disabled

Agency: IL Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: Agency Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials/Managers	1055	782	679	56	25	21	1	0	16	273	221	31	10	10	1	0	9	74%	26%	85%	8%	3%	3%	0%	0%	2%
Professionals	1352	982	762	126	52	41	1	0	31	370	279	60	23	8	0	0	9	73%	27%	77%	14%	6%	4%	0%	0%	3%
Technicians	580	438	353	58	16	8	3	0	15	142	104	28	5	5	0	0	3	76%	24%	79%	15%	4%	2%	1%	0%	3%
Protective Service																										
Para-professionals	115	13	8	2	3	0	0	0	4	102	91	7	3	1	0	0	4	11%	89%	86%	8%	5%	1%	0%	0%	7%
Office/Clerical	39	17	15	2	0	0	0	0	6	22	20	1	1	0	0	0	4	44%	56%	90%	8%	3%	0%	0%	0%	26%
Skilled Craft	37	36	34	0	2	0	0	0	1	1	1	0	0	0	0	0	0	97%	3%	95%	0%	5%	0%	0%	0%	3%
Service/Maintenance	1931	1911	1642	173	82	7	6	1	24	20	13	7	0	0	0	0	2	99%	1%	86%	9%	4%	0%	0%	0%	1%
TOTAL	5109	4179	3493	417	180	77	11	1	97	930	729	134	42	24	1	0	31	82%	18%	83%	11%	4%	2%	0%	0%	3%

Grand Total Employees for Agency :	Males: 4179 82%	Females: 930 18%	Total Minorities: 887 17%
White: 4222 83%	African Am: 551 11%	Hispanic: 222 4%	Asian: 101 2%
			AI/AN: 12 0%
			NHOPI: 1 2E-04
			Disabled: 128 0

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian & Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander
 *D=Disabled

Agency EEO Officer: _____
 Carlos Ramirez

Secretary: _____
 Randall S. Blankenhorn

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Official/Manager

EEO Category	MALES										FEMALES								PERCENTAGES							
	Grand		W	B/AA	H/L	A	AI/AN	NH/OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH/OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NH/OPI	D
	Total	Total																								
New Hires	29	20	16	4	0	0	0	0	0	9	6	2	1	0	0	0	0	69%	31%	76%	21%	3%	0%	0%	0%	0%
Promotions	71	60	48	5	2	5	0	0	0	11	8	2	0	1	0	0	0	85%	15%	79%	10%	3%	8%	0%	0%	0%
Intra - Agency Transfers																										
Suspensions	16	10	9	0	1	0	0	0	0	6	3	1	2	0	0	0	1	63%	38%	75%	6%	19%	0%	0%	0%	6%
Resignations	120	84	74	6	2	2	0	0	1	36	21	12	2	0	1	0	0	70%	30%	79%	15%	3%	2%	1%	0%	1%
Discharges	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Layoff																										
Demotions																										
Reductions																										
Reinstatements	6	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaska Native NH/OPI=Native Hawaiian or Other Pacific Islander
 D=Disabled

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Professional

EEO Category	MALES									FEMALES							PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	26	16	10	2	4	0	0	0	0	10	6	2	2	0	0	0	0	62%	38%	62%	15%	23%	0%	0%	0%	0%
Promotions	159	125	58	38	20	9	0	0	3	34	16	14	3	1	0	0	1	79%	21%	47%	33%	14%	6%	0%	0%	3%
Intra - Agency Transfers																										
Suspensions	19	13	12	0	0	1	0	0	2	6	4	0	0	2	0	0	0	68%	32%	84%	0%	0%	16%	0%	0%	15%
Resignations	104	65	41	14	5	5	0	0	1	39	29	2	4	4	0	0	0	63%	38%	67%	15%	9%	9%	0%	0%	2%
Discharges	2	1	1	0	0	0	0	0	1	1	1	0	0	0	0	0	0	50%	50%	100%	0%	0%	0%	0%	0%	100%
Layoff																										
Demotions																										
Reductions																										
Reinstatements	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0%	100%	0%	0%	100%	0%	0%	0%	100%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

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

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Technician

EEO Category	MALES									FEMALES							PERCENTAGES											
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH	OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH	OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	8	7	7	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	88%	13%	100%	0%	0%	0%	0%	0%	0%	0%
Promotions	39	33	20	10	2	1	0	0	1	6	4	2	0	0	0	0	0	85%	15%	62%	31%	5%	3%	0%	0%	3%		
Intra - Agency Transfers																												
Suspensions	12	12	9	0	0	3	0	0	0	0	0	0	0	0	0	0	0	100%	0%	75%	0%	0%	25%	0%	0%	0%		
Resignations	38	26	14	8	1	3	0	0	3	12	9	2	1	0	0	0	0	68%	32%	61%	26%	5%	8%	0%	0%	12%		
Discharges	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%		
Layoff																												
Demotions																												
Reductions																												
Reinstatements																												
Reemployment																												
Upward Allocations																												
Downward Allocations																												

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

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Protective Service

EEO Category	MALES										FEMALES						PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires																										
Promotions																										
Resignations																										
Discharges																										
Layoff																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Allocations																										
Downward Allocations																										

**CURRENTLY EMPLOYED
BY CMS**

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

D=Disabled

Report will be updated to include Disability numbers when available.

Affirmative Action Plan - 2016

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Para Professional

EEO Category	MALES									FEMALES							PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	17	5	2	1	2	0	0	0	0	12	9	2	1	0	0	0	0	29%	71%	65%	18%	18%	0%	0%	0%	0%
Promotions	8	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	1	0%	100%	100%	0%	0%	0%	0%	0%	0%
Intra - Agency Transfers																										
Suspensions	4	1	0	0	1	0	0	0	0	3	2	0	1	0	0	0	0	25%	75%	50%	0%	0%	0%	0%	0%	0%
Resignations	13	3	2	1	0	0	0	0	0	10	9	1	0	0	0	0	0	23%	77%	85%	15%	0%	0%	0%	0%	0%
Discharges	2	0	0	0	0	0	0	0	0	2	1	0	1	0	0	0	0	0%	100%	50%	0%	0%	0%	0%	0%	0%
Layoff																										
Demotions																										
Reductions																										
Reinstatements	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0%	100%	100%	0%	0%	0%	0%	0%	0%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

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

D=Disabled

Report will be updated to include Disability numbers when available.

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Office/Clerical

EEO Category	MALES									FEMALES							PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	1	0%	100%	100%	0%	0%	0%	0%	0%	25%
Promotions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%
Intra - Agency Transfers																										
Suspensions																										
Resignations	11	6	6	0	0	0	0	0	0	5	5	0	0	0	0	0	55%	45%	100%	0%	0%	0%	0%	0%	0%	0%
Discharges																										
Layoff																										
Demotions																										
Reductions																										
Reinstatements	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

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

D=Disabled

Report will be updated to include Disability numbers when available.

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Skilled Craft

EEO Category	MALES									FEMALES							PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	3	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	67%	0%	33%	0%	0%	0%	0%
Promotions																										
Intra - Agency Transfers																										
Suspensions	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	50%	0%	50%	0%	0%	0%	0%
Resignations	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Discharges																										
Layoff																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Allocations																										
Downward Allocations																										

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

D=Disabled

Report will be updated to include Disability numbers when available.

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Service Maintenance

EEO Category	MALES									FEMALES									PERCENTAGES							
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	207	206	178	15	10	1	1	1	1	1	1	0	0	0	0	0	0	100%	0%	86%	7.2%	5%	0%	0%	0%	0%
Promotions	17	17	15	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	88%	11.8%	0%	0%	0%	0%	0%
Intra - Agency Transfers																										
Suspensions	91	91	70	16	4	1	0	0	1	0	0	0	0	0	0	0	0	100%	0%	77%	18%	4%	1%	0%	0%	1%
Resignations	146	146	137	7	2	0	0	0	2	0	0	0	0	0	0	0	0	100%	0%	94%	5%	1%	0%	0%	0%	1%
Discharges	12	12	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	92%	8%	0%	0%	0%	0%	0%
Layoff																										
Demotions																										
Reductions																										
Reinstatements	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	0%	100%	0%	0%	0%	0%	0%	0%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

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

D=Disabled

Report will be updated to include Disability numbers when available.

Affirmative Action Plan - 2016

Agency: IL Department of Transportation

Reporting Period: ANNUAL - Fiscal Year 2015

EEO Category: Agency Total

EEO Category	MALES									FEMALES							PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
New Hires	294	257	215	22	17	1	1	1	1	37	27	6	4	0	0	0	1	87%	13%	82%	10%	7%	0%	0%	0%	1%
Promotions	295	236	142	55	24	15	0	0	4	59	36	18	3	2	0	0	2	80%	20%	60%	25%	9%	6%	0%	0%	3%
Intra - Agency Transfers																										
Suspensions	144	129	101	16	7	5	0	0	3	15	9	1	3	2	0	0	1	90%	10%	76%	12%	7%	5%	0%	0%	3%
Resignations	436	334	278	36	10	10	0	0	7	102	73	17	7	4	1	0	0	77%	23%	81%	12%	4%	3%	0%	0%	2%
Discharges	19	16	15	1	0	0	0	0	1	3	2	0	1	0	0	0	0	84%	16%	89%	5%	5%	0%	0%	0%	6%
Layoff																										
Demotions																										
Reductions																										
Reinstatements	12	9	9	0	0	0	0	0	0	3	2	0	1	0	0	0	0	75%	25%	92%	0%	8%	0%	0%	0%	0%
Reemployment																										
Upward Allocations																										
Downward Allocations																										

W=White

B/AA=Black or African American

H/L=Hispanic or Latino

A=Asian

AI/AN=American Indian or Alaska Native

NHOPI=Native Hawaiian or Other Pacific Islander

D=Disabled

Report will be updated to include Disability numbers when available.

AVAILABILITY PERCENTAGES AND UNDERUTILIZATION

Introduction

The Illinois Department of Human Rights (IDHR) has developed a methodology for state entities to prepare written Affirmative Action Plans based upon each state entity performing an analysis of its workforce. The objective of this methodology is to provide a responsible way to compare the availability of minorities and females to the workforce of each state entity.

The availability analysis provides a numerical measure of utilization through an analysis of the internal workforce of each state entity and the availability of affirmative action groups in surrounding labor area(s). Comparison of the availability numbers and the actual number of minorities and women currently employed by the agency will indicate whether or not the agency is underutilized. The resulting number becomes the ultimate goal of the agency.

It is necessary for the Illinois Department of Transportation (IDOT) to determine the availability of minorities and females in each Equal Employment Opportunity (EEO) category for each IDOT region. The sum of the availability for each region will be its overall availability and ultimate goal.

Availability Percentage Worksheets

Computation of availability is based upon a two-factor weighted mathematical formula. Availability percentage worksheets must be prepared for each IDHR region, and each affirmative action group (Women, Black or African American, Hispanic or Latino, Asian, American Indian and Alaska Native, Native Hawaiian or Other Pacific Islander) and each EEO job category, when there are ten or more total employees in that job category in the region in question.

The worksheet contains two factors used for calculating availability percentages. The statistics for factor one is provided by IDHR for all agencies. Factor two is provided by the agency:

- Factor one – Those having requisite skills in the region
- Factor two – Those promotable, trainable, and transferable in the region

For purposes of factor two, IDOT determined which employees were promotable, trainable and transferable in the region in question. IDHR's rules (Title 56, Section 2520.700) define these terms as follows: "Promotable" means agency employees who within the fiscal year, under standard employment practices, are able to move from one of the EEO job categories to another; "Trainable" means agency employees who within the fiscal year are eligible for participation in established training programs that when completed would allow them to move from one of the EEO job categories to another; "Transferable" means an agency employee eligible for transfer within the fiscal year from one region to another.

Note that in the past, IDHR provided a chart showing promotional categories, which reflected typical promotional patterns. This guidance is no longer provided, and each agency shall determine its own promotional patterns for purposes of this analysis.

The worksheet has six columns that are identified below:

- Column A - The grand total
- Column B - The affirmative action group
- Column C - Percentage of the grand total
- Column D - Value weight is a percentage assigned by the agency. This determination should be based upon employment practices. The agency is free to give factors one and two any value weight from 0% to 100%, with the understanding that the total of this column must equal 100%.
- Column E - The weighted factor is the number arrived at by multiplying Column C by Column D. - The sum of the figures in Column E is the availability percentage.
- Column F - Source of statistics

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	236,070	40.70%	75	30.53	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	496	111	22.38%	25	5.59	Agency Workforce.
				100	28.90	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	53,735	9.27%	75	6.95	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	496	119	23.99%	25	6.00	Agency Workforce.
				100	10.36	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	46,855	8.08%	75	6.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	496	55	11.09%	25	2.77	Agency Workforce.
				100	7.07	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	36,110	6.23%	75	4.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	496	47	9.48%	25	2.37	Agency Workforce.
				100	5.63	Availability Percent

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	579,975	508	0.09%	75	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	496	1	0.20%	25	0.05	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	496	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

Availability Percent Worksheet

Affirmative Action Plan - 2016

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	454,510	54.91%	50	27.45	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	131	37	28.24%	50	14.12	Agency Workforce.
				<u>100</u>	<u>33.26</u>	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	87,754	10.60%	50	5.30	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	131	40	30.53%	50	15.27	Agency Workforce.
				<u>100</u>	<u>16.45</u>	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	55,200	6.67%	50	3.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	131	18	13.74%	50	6.87	Agency Workforce.
				<u>100</u>	<u>8.16</u>	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	87,895	10.62%	50	5.31	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	131	8	6.11%	50	3.05	Agency Workforce.
				100	6.69	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	470	0.06%	50	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	131	1	0.76%	50	0.38	Agency Workforce.
				100	0.33	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	131	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	54,275	53.56%	80	42.85	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	12	52.17%	20	10.43	Agency Workforce.
				100	42.63	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	15,940	15.73%	80	12.58	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	7	30.43%	20	6.09	Agency Workforce.
				100	14.94	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	10,109	9.98%	80	7.98	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	5	21.74%	20	4.35	Agency Workforce.
				100	9.86	Availability Percent.

Availability Percent Worksheet

Affirmative Action Plan - 2016

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	13,699	13.52%	100	13.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	10.82	

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	123	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.10	

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	101,330	15	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.01	

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,336	1,410	60.36%	75	45.27	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	25	16.67	Agency Workforce.
				100	49.55	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,336	90	3.85%	75	2.89	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	25	8.33	Agency Workforce.
				100	8.98	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,336	71	3.04%	75	2.28	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	25	8.33	Agency Workforce.
				100	8.49	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	33	1.41%	100	1.41	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	1.13	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	11	0.47%	100	0.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				100	0.38	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	20,320	6.40%	90	5.76	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	10	1.73%	10	0.17	Agency Workforce.
				100	4.75	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	25,080	7.90%	90	7.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	134	23.22%	10	2.32	Agency Workforce.
				100	7.54	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	76,295	24.03%	90	21.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	65	11.27%	10	1.13	Agency Workforce.
				100	18.20	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	317,550	8,079	2.54%	90	2.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	3	0.52%	10	0.05	Agency Workforce.
				100	1.87	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	317,550	330	0.10%	90	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	1	0.17%	10	0.02	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	317,550	39	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	577	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	443,575	40.89%	100	40.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.71	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	175,780	16.20%	100	16.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	12.96	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	389,105	35.87%	100	35.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	28.70	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,084,740	50,230	4.63%	100	4.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.70	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,084,740	1,165	0.11%	100	0.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,084,740	320	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	252	188	131	29	16	12	0	0	4	64	39	11	7	7	0	0	4	74.60%	25.40%	67.46%	15.87%	9.13%	7.54%	0.00%	0.00%	3.17%
Professionals	388	302	185	58	27	32	0	0	8	86	36	28	15	7	0	0	3	77.84%	22.16%	56.96%	22.16%	10.82%	10.05%	0.00%	0.00%	2.84%
Technicians	108	83	42	23	11	6	1	0	3	25	11	10	2	2	0	0	0	76.85%	23.15%	49.07%	30.56%	12.04%	7.41%	0.93%	0.00%	2.78%
Protective Service																										
Para-professionals	20	10	5	2	3	0	0	0	2	10	5	4	1	0	0	0	1	50.00%	50.00%	50.00%	30.00%	20.00%	0.00%	0.00%	0.00%	15.00%
Office / Clerical	3	1	1	0	0	0	0	0	1	2	0	1	1	0	0	0	0	33.33%	66.67%	33.33%	33.33%	33.33%	0.00%	0.00%	0.00%	33.33%
Skilled Craft	27	27	25	0	2	0	0	0	1	0	0	0	0	0	0	0	0	100.00%	0.00%	92.59%	0.00%	7.41%	0.00%	0.00%	0.00%	3.70%
Service / Maintenance	577	567	369	129	65	3	1	0	10	10	5	5	0	0	0	0	0	98.27%	1.73%	64.82%	23.22%	11.27%	0.52%	0.17%	0.00%	1.73%
TOTAL	1,375	1,178	758	241	124	53	2	0	29	197	96	59	26	16	0	0	8	85.67%	14.33%	62.11%	21.82%	10.91%	5.02%	0.15%	0.00%	2.69%

Grand Total Employees for Region 1:	Males: 1,178 85.67%	Females: 197 14.33%	Total Minorities: 521 37.89%
White: 854 62.11%	B/AA: 300 21.82%	H/L: 150 10.91%	Asian: 69 5.02%
			AI/AN: 2 0.15%
			NHOPI: 0 0.00%
			Disabled: 37 2.69%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	28.90	33.26	42.63		49.55	49.39	4.75	32.71
Number Needed for Parity	72	129	46		9	1	1	188
Number of Affirmative Action Group Members Already Employed	64	86	25		10	2	0	10
Underutilization	8	43	21		P	P	1	178

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	10.36	16.45	14.94		8.98	12.08	7.54	12.96
Number Needed for Parity	26	63	16		1	0	2	74
Number of Affirmative Action Group Members Already Employed	40	86	33		6	1	0	134
Underutilization	P	P	P		P	P	2	P

DHR-8-AAP (Rev. Feb. 2012)

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	7.07	8.16	9.86		8.49	12.64	18.20	28.70
Number Needed for Parity	17	31	10		1	0	4	165
Number of Affirmative Action Group Members Already Employed	23	42	13		4	1	2	65
Underutilization	P	P	P		P	P	2	100

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	5.63	6.69	10.82		1.13	4.08	1.87	3.70
Number Needed for Parity	14	25	11		0	0	0	21
Number of Affirmative Action Group Members Already Employed	19	39	8		0	0	0	3
Underutilization	P	P	P		P	P	P	18

DHR-8-AAP (Rev. Feb. 2012)

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	0.09	0.33	0.10		0.38	0.07	0.09	0.09
Number Needed for Parity	0	1	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1		0	0	0	1
Underutilization	P	1	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	252	388	108	EMPLOYED BY CMS	20	3	27	577
Availability Percent	0.03	0.02	0.01		0.00	0.02	0.01	0.02
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

DHR-8-AAP (Rev. Feb. 2012)

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 2
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	63,950	27,150	42.46%	100	42.46	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	33.96	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 2
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	63,950	5,790	9.05%	100	9.05	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	7.24	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 2
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	63,950	9,490	14.84%	90	13.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	1	2.13%	10	0.21	Agency Workforce.
				100	10.85	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	63,950	1,310	2.05%	100	2.05	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	1.64	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	63,950	85	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	63,950	20	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D	
Officials / Administrator																											
Professionals	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%	0.00%
Technicians																											
Protective Service																											
Para-professionals																											
Office / Clerical																											
Skilled Craft																											
Service / Maintenance	47	47	46	0	1	0	0	0	1	0	0	0	0	0	0	0	0	100.00%	0.00%	97.87%	0.00%	2.13%	0.00%	0.00%	0.00%	2.13%	
TOTAL	48	48	47	0	1	0	0	0	1	0	100.00%	0.00%	97.92%	0.00%	2.08%	0.00%	0.00%	0.00%	2.08%								

Grand Total Employees for Region 2:	Males: 48 100.00%	Females: 0 0.00%	Total Minorities: 1 2.08%
White: 47 97.92%	B/AA: 0 0.00%	H/L: 1 2.08%	Asian: 0 0.00%
			AI/AN: 0 0.00%
			NHOPI: 0 0.00%
			Disabled: 1 2.08%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	29.55	46.86	50.71		56.46	54.20	5.22	33.96
Number Needed for Parity	0	0	0		0	0	0	15
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	15

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	1.70	3.53	2.91		16.09	5.02	1.85	7.24
Number Needed for Parity	0	0	0		0	0	0	3
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	3

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	2.89	2.42	2.16		2.32	4.29	4.87	10.85
Number Needed for Parity	0	0	0		0	0	0	5
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	1
Underutilization	P	P	P		P	P	P	4

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	1.90	3.05	3.06		0.31	0.86	0.73	1.64
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE**

Region 2/District 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	0.10	0.30	0.00		0.00	0.05	0.16	0.11
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 2/District 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	EMPLOYED BY CMS	0	0	0	47
Availability Percent	0.00	0.00	0.00		0.00	0.03	0.01	0.03
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	8,530	35.53%	75	26.65	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	60	21.82%	25	5.45	Agency Workforce.
				100	25.68	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	345	1.44%	75	1.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	16	5.82%	25	1.45	Agency Workforce.
				100	2.03	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	819	3.41%	75	2.56	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	13	4.73%	25	1.18	Agency Workforce.
				100	2.99	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	353	1.47%	75	1.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	5	1.82%	25	0.45	Agency Workforce.
				100	1.25	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	30	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,010	15	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	275	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	19,025	59.28%	50	29.64	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	38	36.89%	50	18.45	Agency Workforce.
				100	38.47	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	705	2.20%	50	1.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	2	1.94%	50	0.97	Agency Workforce.
				100	1.66	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	1,010	3.15%	50	1.57	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	5	4.85%	50	2.43	Agency Workforce.
				100	3.20	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	649	2.02%	100	2.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	0	0.00%	0	0.00	Agency Workforce.
				100	1.62	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	22	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	32,095	10	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	103	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,745	3,255	56.66%	80	45.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	24	100.00%	20	20.00	Agency Workforce.
				100	52.26	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,745	115	2.00%	100	2.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	0	0.00%	0	0.00	Agency Workforce.
				100	1.60	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,745	332	5.78%	100	5.78	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	0	0.00%	0	0.00	Agency Workforce.
				100	4.62	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,745	79	1.38%	100	1.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	0	0.00%	0	0.00	Agency Workforce.
				100	1.10	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,745	15	0.26%	100	0.26	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	0	0.00%	0	0.00	Agency Workforce.
				100	0.21	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,745	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	188	128	68.09%	75	51.06	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	4	100.00%	25	25.00	Agency Workforce.
				100	60.85	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	188	14	7.45%	100	7.45	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				100	5.96	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	188	8	4.26%	100	4.26	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				100	3.40	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	188	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
**AMERICAN INDIAN and
 ALASKA NATIVE**
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	188	1	0.53%	100	0.53	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				100	0.43	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	188	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	4	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	74,200	31,235	42.10%	90	37.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	1	0.48%	10	0.05	Agency Workforce.
				100	30.35	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	74,200	3,100	4.18%	90	3.76	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	3	1.44%	10	0.14	Agency Workforce.
				100	3.12	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	74,200	7,154	9.64%	90	8.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	4	1.92%	10	0.19	Agency Workforce.
				100	7.10	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	74,200	898	1.21%	90	1.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	1	0.48%	10	0.05	Agency Workforce.
				100	0.91	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	74,200	153	0.21%	100	0.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	0	0.00%	0	0.00	Agency Workforce.
				100	0.16	Availability Percent.

AGENCY: IL Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	74,200	24	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	208	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	111	94	89	0	3	2	0	0	2	17	17	0	0	0	0	0	2	84.68%	15.32%	95.50%	0.00%	2.70%	1.80%	0.00%	0.00%	3.60%
Professionals	196	150	127	11	7	5	0	0	4	46	40	3	3	0	0	0	2	76.53%	23.47%	85.20%	7.14%	5.10%	2.55%	0.00%	0.00%	3.06%
Technicians	79	65	60	2	3	0	0	0	3	14	14	0	0	0	0	0	0	82.28%	17.72%	93.67%	2.53%	3.80%	0.00%	0.00%	0.00%	3.80%
Protective Service																										
Para-professionals	20	0	0	0	0	0	0	0	0	20	18	0	2	0	0	0	0	0.00%	100.00%	90.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft																										
Service / Maintenance	208	207	199	3	4	1	0	0	1	1	1	0	0	0	0	0	1	99.52%	0.48%	96.15%	1.44%	1.92%	0.48%	0.00%	0.00%	0.96%
TOTAL	618	516	475	16	17	8	0	0	10	102	94	3	5	0	0	0	5	83.50%	16.50%	92.07%	3.07%	3.56%	1.29%	0.00%	0.00%	2.43%

Grand Total Employees for Region 3:		Males:	516	Females:	102	Total Minorities:	49
			83.50%		16.50%		7.93%
White:	569	B/AA:	19	H/L:	22	Asian:	8
	92.07%		3.07%		3.56%		1.29%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						Disabled:	15
							2.43%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	25.68	38.47	52.26		60.85	55.38	0.00	30.35
Number Needed for Parity	28	75	41		12	2	0	63
Number of Affirmative Action Group Members Already Employed	17	46	14		20	4	0	1
Underutilization	11	29	27		P	P	P	62

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	2.03	1.66	1.60		5.96	3.12	0.00	3.12
Number Needed for Parity	2	3	1		1	0	0	6
Number of Affirmative Action Group Members Already Employed	0	14	2		0	0	0	3
Underutilization	2	P	P		1	P	P	3

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	2.99	3.20	4.62		3.40	4.05	0.00	7.10
Number Needed for Parity	3	6	3		0	0	0	14
Number of Affirmative Action Group Members Already Employed	3	10	3		2	0	0	4
Underutilization	P	P	P		P	P	P	10

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	1.25	1.62	1.10		0.00	0.80	0.00	0.91
Number Needed for Parity	1	3	0		0	0	0	1
Number of Affirmative Action Group Members Already Employed	2	5	0		0	0	0	1
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	0.10	0.05	0.21		0.43	0.03	0.00	0.16
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	196	79	EMPLOYED BY CMS	20	4	0	208
Availability Percent	0.05	0.02	0.00		0.00	0.02	0.00	0.03
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 4
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	35,230	14,495	41.14%	100	41.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.92	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	35,230	1,195	3.39%	100	3.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.71	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	35,230	1,449	4.11%	100	4.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.29	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 4
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	35,230	290	0.82%	100	0.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.66	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 4
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	35,230	12	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 4
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	35,230	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
		Officials / Administrators	3	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	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%
Protective Service																										
Para-professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft																										
Service / Maintenance	103	102	98	2	1	1	0	0	1	1	1	0	0	0	0	0	0	99.03%	0.97%	96.12%	1.94%	0.97%	0.97%	0.00%	0.00%	0.97%
TOTAL	108	105	101	2	1	1	0	0	1	3	3	0	0	0	0	0	97.22%	2.78%	96.30%	1.85%	0.93%	0.93%	0.00%	0.00%	0.93%	

Grand Total Employees for Region 4:	Males: 105 97.22%	Females: 3 2.78%	Total Minorities: 4 3.70%
White: 104 96.30%	B/AA: 2 1.85%	H/L: 1 0.93%	Asian: 1 0.93%
	AI/AN: 0 0.00%	NHOPI: 0 0.00%	Disabled: 1 0.93%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	31.88	50.68	56.60	0.00	64.29	0.00	0.00	32.92
Number Needed for Parity	0	0	0	0	0	0	0	33
Number of Affirmative Action Group Members Already Employed	1	1	0	0	0	0	0	1
Underutilization	P	P	P	P	P	P	P	32

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	0.93	1.03	4.62	0.00	17.67	0.00	0.00	2.71
Number Needed for Parity	0	0	0	0	0	0	0	2
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	2
Underutilization	P	P	P	P	P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	0.71	1.01	0.56	0.00	0.00	0.00	0.00	3.29
Number Needed for Parity	0	0	0	0	0	0	0	3
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	1
Underutilization	P	P	P	P	P	P	P	2

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	0.87	1.67	0.11	0.00	0.00	0.00	0.00	0.66
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	1
Underutilization	P	P	P	P	P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	0.03	0.06	0.70	0.00	0.00	0.00	0.00	0.03
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	P	P	P	P	P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	1	1	0	0	0	0	103
Availability Percent	0.00	0.00	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	P	P	P	P	P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,145	15,595	40.88%	75	30.66	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	32	26.89%	25	6.72	Agency Workforce.
				100	29.91	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,145	1,150	3.01%	75	2.26	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	16	13.45%	25	3.36	Agency Workforce.
				100	4.50	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,145	729	1.91%	75	1.43	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	7	5.88%	25	1.47	Agency Workforce.
				100	2.32	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,145	695	1.82%	100	1.37	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	0	0.00%	0	0.00	Agency Workforce.
				100	1.09	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,145	14	0.04%	75	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	1	0.84%	25	0.21	Agency Workforce.
				100	0.19	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,145	15	0.04%	100	0.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	119	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	58,885	31,820	54.04%	50	27.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	18	40.91%	50	20.45	Agency Workforce.
				100	37.98	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	58,885	2,134	3.62%	50	1.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	7	15.91%	50	7.95	Agency Workforce.
				100	7.81	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	58,885	973	1.65%	50	0.83	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	2	4.55%	50	2.27	Agency Workforce.
				100	2.48	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	3,565	6.05%	100	6.05	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	0	0.00%	0	0.00	Agency Workforce.
				100	4.84	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	44	0.07%	50	0.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	1	2.27%	50	1.14	Agency Workforce.
				100	0.94	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	58,885	10	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	44	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	9,870	6,080	61.60%	80	49.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	8	100.00%	20	20.00	Agency Workforce.
				100	55.42	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	9,870	265	2.68%	80	2.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	1	12.50%	20	2.50	Agency Workforce.
				100	3.72	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	9,870	95	0.96%	100	0.96	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	0.77	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	9,870	435	4.41%	100	4.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	3.53	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	9,870	4	0.04%	100	0.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	9,870	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	8	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	88,420	36,285	41.04%	100	41.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.83	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	88,420	7,535	8.52%	100	8.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	6.82	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	88,420	3,985	4.51%	100	4.51	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.61	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	88,420	842	0.95%	100	0.95	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.76	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	88,420	115	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	88,420	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	59	51	45	4	2	0	0	0	2	8	7	1	0	0	0	0	0	86.44%	13.56%	88.14%	8.47%	3.39%	0.00%	0.00%	0.00%	3.39%
Professionals	83	61	50	7	4	0	0	0	1	22	18	3	1	0	0	0	1	73.49%	26.51%	81.93%	12.05%	6.02%	0.00%	0.00%	0.00%	2.41%
Technicians	36	26	19	5	1	0	1	0	1	10	8	1	1	0	0	0	0	72.22%	27.78%	75.00%	16.67%	5.56%	0.00%	2.78%	0.00%	2.78%
Protective Service																										
Para-professionals	7	0	0	0	0	0	0	0	0	7	6	1	0	0	0	0	0	0.00%	100.00%	85.71%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0	0	0	0	0	0	0	0	0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	175	173	156	10	6	0	1	0	7	2	2	0	0	0	0	0	0	98.86%	1.14%	90.29%	5.71%	3.43%	0.00%	0.57%	0.00%	4.00%
TOTAL	361	311	270	26	13	0	2	0	11	50	42	6	2	0	0	1	86.15%	13.85%	86.43%	8.86%	4.16%	0.00%	0.55%	0.00%	3.32%	

Grand Total Employees for Region 5:	Males: 311 86.15%	Females: 50 13.85%	Total Minorities: 49 13.57%
White: 312 86.43%	B/AA: 32 8.86%	H/L: 15 4.16%	Asian: 0 0.00%
			AI/AN: 2 0.55%
			NHOPI: 0 0.00%
			Disabled: 12 3.32%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	29.91	37.98	55.42		57.65	0.00	0.00	32.83
Number Needed for Parity	17	31	19		4	0	0	57
Number of Affirmative Action Group Members Already Employed	8	22	10		7	1	0	2
Underutilization	9	9	9		P	P	P	55

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	4.50	7.81	3.72		4.97	0.00	0.00	6.82
Number Needed for Parity	2	6	1		0	0	0	11
Number of Affirmative Action Group Members Already Employed	5	10	6		1	0	0	10
Underutilization	P	P	P		P	P	P	1

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	2.32	2.48	0.77		1.21	0.00	0.00	3.61
Number Needed for Parity	1	2	0		0	0	0	6
Number of Affirmative Action Group Members Already Employed	2	5	2		0	0	0	6
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	1.46	4.84	3.53		0.67	0.00	0.00	0.76
Number Needed for Parity	0	4	1		0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	0.19	0.94	0.03		0.13	0.00	0.00	0.10
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1		0	0	0	1
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	59	83	36	EMPLOYED BY CMS	7	1	0	175
Availability Percent	0.03	0.01	0.00		0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 6
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	48,745	19,955	40.94%	100	40.94	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.75	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 6
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	48,745	6,165	12.65%	100	12.65	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	10.12	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 6
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	48,745	3,385	6.94%	100	6.94	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	5.56	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 6
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	48,745	1,088	2.23%	100	2.23	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.79	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 6
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	48,745	64	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 6
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	48,745	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	4	4	4	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%
Professionals																										
Technicians																										
Protective Service																										
Para-professionals																										
Office / Clerical																										
Skilled Craft																										
Service / Maintenance	103	102	101	0	0	0	1	0	0	1	0	1	0	0	0	0	99.03%	0.97%	98.06%	0.97%	0.00%	0.00%	0.97%	0.00%	0.00%	
TOTAL	107	106	105	0	0	0	1	0	0	1	0	1	0	0	0	0	99.07%	0.93%	98.13%	0.93%	0.00%	0.00%	0.93%	0.00%	0.00%	

Grand Total Employees for Region 6:		Males:	106	Females:	1	Total Minorities:	2
			99.07%		0.93%		1.87%
White:	105	B/AA:	1	H/L:	0	Asian:	0
	98.13%		0.93%		0.00%		0.00%
						AI/AN:	1
							0.93%
						NHOPI:	0
							0.00%
						Disabled:	0
							0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN**

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	0.00	41.99	46.70		56.59	0.00	0.00	32.75
Number Needed for Parity	0	0	0		0	0	0	33
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	1
Underutilization	P	P	P		P	P	P	32

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	3.15	3.27	5.56		1.95	0.00	0.00	10.12
Number Needed for Parity	0	0	0		0	0	0	10
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	1
Underutilization	P	P	P		P	P	P	9

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	1.54	3.41	1.07		0.00	0.00	0.00	5.56
Number Needed for Parity	0	0	0		0	0	0	5
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	5

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	2.78	9.92	6.83		1.95	0.00	0.00	1.79
Number Needed for Parity	0	0	0		0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	1

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	0.24	0.05	0.00		1.95	0.00	0.00	0.11
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	1
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	0	0	EMPLOYED BY CMS	0	0	0	103
Availability Percent	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	11,365	39.24%	75	29.43	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	175	33.52%	25	8.38	Agency Workforce.
				100	30.25	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	844	2.91%	75	2.19	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	52	9.96%	25	2.49	Agency Workforce.
				100	3.74	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	389	1.34%	75	1.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	16	3.07%	25	0.77	Agency Workforce.
				100	1.42	Availability Percent.

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	320	1.10%	75	0.83	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	8	1.53%	25	0.38	Agency Workforce.
				100	0.97	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	44	0.15%	75	0.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	1	0.19%	25	0.05	Agency Workforce.
				100	0.13	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	522	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	24,855	57.58%	50	28.79	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	231	94	40.69%	50	20.35	Agency Workforce.
				100	39.31	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	1,885	4.37%	50	2.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	231	20	8.66%	50	4.33	Agency Workforce.
				100	5.21	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	438	1.01%	50	0.51	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	231	3	1.30%	50	0.65	Agency Workforce.
				100	0.93	Availability Percent.

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	1,305	3.02%	50	1.51	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	231	5	2.16%	50	1.08	Agency Workforce.
				100	2.08	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	231	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	231	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	5,715	66.38%	80	53.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	73	54	73.97%	20	14.79	Agency Workforce.
				100	54.32	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	265	3.08%	80	2.46	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	73	4	5.48%	20	1.10	Agency Workforce.
				100	2.85	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	34	0.39%	100	0.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	73	0	0.00%	0	0.00	Agency Workforce.
				100	0.32	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	160	1.86%	80	1.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	73	1	1.37%	20	0.27	Agency Workforce.
				100	1.41	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	35	0.41%	100	0.41	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	73	0	0.00%	0	0.00	Agency Workforce.
				100	0.33	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	8,610	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	73	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	137	57.32%	75	42.99	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	29	13	44.83%	25	11.21	Agency Workforce.
				100	43.36	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	36	15.06%	75	11.30	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	43	2	4.65%	25	1.16	Agency Workforce.
				100	9.97	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	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.	29	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
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.	29	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
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.	29	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
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.	29	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	46,865	68.61%	100	68.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	54.89	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	4,299	6.29%	100	6.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	5.03	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	956	1.40%	100	1.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.12	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	334	0.49%	100	0.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.39	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	65	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,310	14	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	1,148	5.32%	100	5.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	0	0.00%	0	0.00	Agency Workforce.
				100	4.26	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	898	4.16%	90	3.75	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	6	3.47%	10	0.35	Agency Workforce.
				100	3.27	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	492	2.28%	100	2.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	0	0.00%	0	0.00	Agency Workforce.
				100	1.82	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	60	0.28%	100	0.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	0	0.00%	0	0.00	Agency Workforce.
				100	0.22	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	75	0.35%	100	0.35	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	0	0.00%	0	0.00	Agency Workforce.
				100	0.28	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	21,570	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	173	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	31,655	43.92%	100	43.92	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.14	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	6,635	9.21%	100	9.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	7.37	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	1,953	2.71%	100	2.71	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.17	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	430	0.60%	100	0.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.48	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	42	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	72,070	15	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	411	280	253	18	2	6	1	0	7	131	111	15	3	2	0	0	3	68.13%	31.87%	88.56%	8.03%	1.22%	1.95%	0.24%	0.00%	2.43%
Professionals	364	229	194	22	9	3	1	0	14	135	116	14	4	1	0	0	2	62.91%	37.09%	85.16%	9.89%	3.57%	1.10%	0.27%	0.00%	4.40%
Technicians	158	118	107	9	1	1	0	0	5	40	28	7	2	3	0	0	2	74.68%	25.32%	85.44%	10.13%	1.90%	2.53%	0.00%	0.00%	4.43%
Protective Service																										
Para-professionals	44	3	3	0	0	0	0	0	2	41	38	2	0	1	0	0	3	6.82%	93.18%	93.18%	4.55%	0.00%	2.27%	0.00%	0.00%	11.36%
Office / Clerical	29	16	14	2	0	0	0	0	5	13	13	0	0	0	0	0	4	55.17%	44.83%	93.10%	6.90%	0.00%	0.00%	0.00%	0.00%	31.03%
Skilled Craft	10	9	9	0	0	0	0	0	0	1	1	0	0	0	0	0	0	90.00%	10.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	173	173	167	6	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	96.53%	3.47%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	1,189	828	747	57	12	10	2	0	33	361	307	38	9	7	0	14	69.64%	30.36%	88.65%	7.99%	1.77%	1.43%	0.17%	0.00%	3.95%	

Grand Total Employees for Region 7:	Males: 828 69.64%	Females: 361 30.36%	Total Minorities: 135 11.35%
White: 1,054 88.65%	B/AA: 95 7.99%	H/L: 21 1.77%	Asian: 17 1.43%
			AI/AN: 2 0.17%
			NHOPI: 0 0.00%
			Disabled: 47 3.95%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	30.25	39.31	54.32		43.36	54.89	4.26	35.14
Number Needed for Parity	124	143	85		19	15	0	60
Number of Affirmative Action Group Members Already Employed	131	135	40		41	13	1	0
Underutilization	P	P	45		P	2	P	60

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	3.74	5.21	2.85		9.97	5.03	3.27	7.37
Number Needed for Parity	15	18	4		4	1	0	12
Number of Affirmative Action Group Members Already Employed	33	36	16		2	2	0	6
Underutilization	P	P	P		P	P	P	6

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	1.42	0.93	0.32		0.00	1.12	1.82	2.17
Number Needed for Parity	5	3	0		0	0	0	3
Number of Affirmative Action Group Members Already Employed	5	13	3		0	0	0	0
Underutilization	P	P	P		P	P	P	3

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	0.97	2.08	1.41		0.00	0.39	0.22	0.48
Number Needed for Parity	3	7	2		0	0	0	0
Number of Affirmative Action Group Members Already Employed	8	4	4		1	0	0	0
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	0.13	0.11	0.33		0.00	0.08	0.28	0.05
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	1	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	411	364	158	EMPLOYED BY CMS	44	29	10	173
Availability Percent	0.00	0.06	0.00		0.00	0.02	0.00	0.02
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	10,780	39.48%	75	29.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	58	30.69%	25	7.67	Agency Workforce.
				100	29.83	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	2,019	7.39%	75	5.55	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	55	29.10%	25	7.28	Agency Workforce.
				100	10.26	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	405	1.48%	75	1.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	4	2.12%	25	0.53	Agency Workforce.
				100	1.31	Availability Percent.

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	108	0.40%	75	0.30	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	2	1.06%	25	0.26	Agency Workforce.
				100	0.45	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	20	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	27,305	74	0.27%	100	0.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	189	0	0.00%	0	0.00	Agency Workforce.
				100	0.22	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	24,625	60.19%	50	30.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	33	40.74%	50	20.37	Agency Workforce.
				100	40.37	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	3,633	8.88%	50	4.44	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	23	28.40%	50	14.20	Agency Workforce.
				100	14.91	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	817	2.00%	100	2.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	0	0.00%	0	0.00	Agency Workforce.
				100	1.60	Availability Percent.

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	473	1.16%	50	0.58	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	1	1.23%	50	0.62	Agency Workforce.
				100	0.96	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	40	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,915	29	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	81	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

Availability Percent Worksheet

AGENCY:
Category: Technicians

Affirmative Action Group:
WOMEN
Region: 8
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	6,825	4,195	61.47%	80	49.17	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	9	100.00%	20	20.00	Agency Workforce.
				100	55.34	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	6,825	660	9.67%	100	9.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	7.74	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	6,825	133	1.95%	100	1.95	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	1.56	Availability Percent.

Availability Percent Worksheet

AGENCY: 0
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	75	1.10%	100	1.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	0.88	Availability Percent.

AGENCY: Illinois Department of Transportation
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Illinois Department of Transportation
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,935	47,360	68.70%	100	68.70	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	54.96	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,935	6,450	9.36%	100	9.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	7.49	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,935	1,488	2.16%	100	2.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.73	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,935	769	1.12%	100	1.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.89	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,935	159	0.23%	100	0.23	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.18	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
 Category: Office and Clerical

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	68,935	14	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

AGENCY:
Category: Service-Maintenance

Affirmative Action Group:
WOMEN
Region: 8
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	37,275	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.26	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	11,285	13.34%	100	13.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	10.67	Availability Percent.

AGENCY: [Illinois Department of Transportation](#)
Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	2,604	3.08%	100	3.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.46	Availability Percent.

AGENCY: 0
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	84,580	948	1.12%	100	1.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.90	Availability Percent.

AGENCY: Illinois Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	84,580	119	0.14%	100	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: Illinois Department of Transportation
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	84,580	10	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	76	54	48	5	0	1	0	0	1	22	18	3	0	0	1	0	0	71.05%	28.95%	86.84%	10.53%	0.00%	1.32%	1.32%	0.00%	1.32%
Professionals	117	83	58	20	4	1	0	0	0	34	22	12	0	0	0	0	70.94%	29.06%	68.38%	27.35%	3.42%	0.85%	0.00%	0.00%	0.00%	
Technicians	72	48	31	16	0	1	0	0	3	24	17	7	0	0	0	1	66.67%	33.33%	66.67%	31.94%	0.00%	1.39%	0.00%	0.00%	5.56%	
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	9	0	0	0	0	0	0	0	0	9	9	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Office / Clerical	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	245	243	226	12	4	0	0	1	1	2	1	1	0	0	0	0	99.18%	0.82%	92.65%	5.31%	1.63%	0.00%	0.00%	0.41%	0.41%	
TOTAL	519	428	363	53	8	3	0	1	5	91	67	23	0	0	1	0	82.47%	17.53%	82.85%	14.64%	1.54%	0.58%	0.19%	0.19%	1.16%	

Grand Total Employees for Region 8:	Males: 428 82.47%	Females: 91 17.53%	Total Minorities: 89 17.15%
White: 430 82.85%	B/AA: 76 14.64%	H/L: 8 1.54%	Asian: 3 0.58%
			AI/AN: 1 0.19%
			NHOPI: 1 0.19%
			Disabled: 6 1.16%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	29.83	40.37	55.34	0.00	67.52	54.96	3.14	35.26
Number Needed for Parity	22	47	39	0	6	0	0	86
Number of Affirmative Action Group Members Already Employed	22	34	24	0	9	0	0	2
Underutilization	P	13	15	P	P	P	P	84

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	10.26	14.91	7.74	0.00	13.62	7.49	3.55	10.67
Number Needed for Parity	7	17	5	0	1	0	0	26
Number of Affirmative Action Group Members Already Employed	8	32	23	0	0	0	0	13
Underutilization	P	P	P	P	1	P	P	13

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	1.31	1.60	1.56	0.00	1.95	1.73	1.86	2.46
Number Needed for Parity	0	1	1	0	0	0	0	6
Number of Affirmative Action Group Members Already Employed	0	4	0	0	0	0	0	4
Underutilization	P	P	1	P	P	P	P	2

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	0.45	0.96	0.88	0.00	0.52	0.89	0.27	0.90
Number Needed for Parity	0	1	0	0	0	0	0	2
Number of Affirmative Action Group Members Already Employed	1	1	1	0	0	0	0	0
Underutilization	P	P	P	P	P	P	P	2

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	0.06	0.08	0.00	0.00	0.07	0.18	0.11	0.11
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	0	0	0
Underutilization	P	P	P	P	P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	76	117	72	0	9	0	0	245
Availability Percent	0.22	0.06	0.00	0.00	0.00	0.02	0.33	0.01
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	1
Underutilization	P	P	P	P	P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,490	4,285	34.31%	75	25.73	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	49	23.11%	25	5.78	Agency Workforce.
				100	25.21	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,490	79	0.63%	75	0.47	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	6	2.83%	25	0.71	Agency Workforce.
				100	0.95	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,490	29	0.23%	75	0.17	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	1	0.47%	25	0.12	Agency Workforce.
				100	0.23	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	12,490	129	1.03%	100	1.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	0	0.00%	0	0.00	Agency Workforce.
				100	0.83	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	12,490	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	1	0.47%	100	0.47	Agency Workforce.
				100	0.38	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	12,490	4	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	212	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	16,860	10,315	61.18%	50	30.59	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	34	33.66%	50	16.83	Agency Workforce.
				100	37.94	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	16,860	299	1.77%	50	0.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	2	1.98%	50	0.99	Agency Workforce.
				100	1.50	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	16,860	109	0.65%	50	0.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	1	0.99%	50	0.50	Agency Workforce.
				100	0.65	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	283	1.68%	100	1.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	0	0.00%	0	0.00	Agency Workforce.
				100	1.34	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	4	0.02%	50	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	1	0.99%	50	0.50	Agency Workforce.
				100	0.41	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	16,860	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	101	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,695	1,765	65.49%	80	52.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	14	100.00%	20	20.00	Agency Workforce.
				100	57.91	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,695	25	0.93%	100	0.93	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	0.74	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	2,695	10	0.37%	100	0.37	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	0.30	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,695	54	2.00%	100	2.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	1.60	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,695	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,695	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	214	144	67.29%	75	50.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	2	100.00%	25	25.00	Agency Workforce.
				100	60.37	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	214	12	5.61%	100	5.61	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	4.49	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	214	1	0.47%	100	0.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				100	0.37	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	214	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
**AMERICAN INDIAN and
 ALASKA NATIVE**
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	214	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	214	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	2	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,280	20,245	42.82%	100	42.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	34.26	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,280	494	1.04%	100	1.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.84	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,280	766	1.62%	100	1.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.30	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,280	380	0.80%	100	0.80	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.64	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,280	43	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,280	8	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	Total	W	B/AA	H/L	A	AI/AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	96	76	75	0	1	0	0	0	0	20	20	0	0	0	0	0	0	79.17%	20.83%	98.96%	0.00%	1.04%	0.00%	0.00%	0.00%	0.00%
Professionals	125	96	91	4	1	0	0	0	4	29	29	0	0	0	0	0	1	76.80%	23.20%	96.00%	3.20%	0.80%	0.00%	0.00%	0.00%	4.00%
Technicians	87	67	64	2	0	0	1	0	0	20	20	0	0	0	0	0	0	77.01%	22.99%	96.55%	2.30%	0.00%	0.00%	1.15%	0.00%	0.00%
Protective Service																										
Para-professionals	12	0	0	0	0	0	0	0	0	12	12	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	2	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft																										
Service / Maintenance	139	139	136	1	0	2	0	0	0	0	0	0	0	0	0	1	100.00%	0.00%	97.84%	0.72%	0.00%	1.44%	0.00%	0.00%	0.72%	
TOTAL	461	378	366	7	2	2	1	0	4	83	83	0	0	0	0	2	82.00%	18.00%	97.40%	1.52%	0.43%	0.43%	0.22%	0.00%	1.30%	

Grand Total Employees for Region 9:	Males: 378 82.00%	Females: 83 18.00%	Total Minorities: 12 2.60%
White: 449 97.40%	B/AA: 7 1.52%	H/L: 2 0.43%	Asian: 2 0.43%
			AI/AN: 1 0.22%
			NHOPI: 0 0.00%
			Disabled: 6 1.30%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	25.21	37.94	57.91		60.37	54.72	0.00	34.26
Number Needed for Parity	24	47	50		7	1	0	47
Number of Affirmative Action Group Members Already Employed	20	29	20		12	2	0	0
Underutilization	4	18	30		P	P	P	47

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	0.95	1.50	0.74		4.49	8.03	0.00	0.84
Number Needed for Parity	0	1	0		0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	4	2		0	0	0	1
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO**

Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	0.23	0.65	0.30		0.37	1.85	0.00	1.30
Number Needed for Parity	0	0	0		0	0	0	1
Number of Affirmative Action Group Members Already Employed	1	1	0		0	0	0	0
Underutilization	P	P	P		P	P	P	1

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN**

Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	0.83	1.34	1.60		0.00	0.95	0.00	0.64
Number Needed for Parity	0	1	1		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	2
Underutilization	P	1	1		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE**

Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	0.38	0.41	0.00		0.00	0.20	0.00	0.07
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 9/District 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	96	125	87	EMPLOYED BY CMS	12	2	0	139
Availability Percent	0.03	0.00	0.00		0.00	0.02	0.00	0.01
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,125	5,180	36.67%	75	27.50	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	26	22.41%	25	5.60	Agency Workforce.
				100	26.49	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,125	280	1.98%	75	1.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	8	6.90%	25	1.72	Agency Workforce.
				100	2.57	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,125	192	1.36%	100	1.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	0	0.00%	0	0.00	Agency Workforce.
				100	1.09	Availability Percent.

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,125	113	0.80%	100	0.80	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	0	0.00%	0	0.00	Agency Workforce.
				100	0.64	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,125	54	0.38%	75	0.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	1	0.86%	25	0.22	Agency Workforce.
				100	0.40	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,125	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	116	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,195	14,695	60.74%	50	30.37	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	12	28.57%	50	14.29	Agency Workforce.
				100	35.72	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,195	745	3.08%	50	1.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	4	9.52%	50	4.76	Agency Workforce.
				100	5.04	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,195	384	1.59%	100	1.59	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	0	0.00%	0	0.00	Agency Workforce.
				100	1.27	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	733	3.03%	100	3.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	0	0.00%	0	0.00	Agency Workforce.
				100	2.42	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	80	0.33%	50	0.17	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	1	2.38%	50	1.19	Agency Workforce.
				100	1.08	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	24,195	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	4,440	3,120	70.27%	80	56.22	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	3	100.00%	20	20.00	Agency Workforce.
				100	60.97	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	4,440	148	3.33%	100	3.33	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	2.67	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	4,440	12	0.27%	100	0.27	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	0.22	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,440	95	2.14%	100	2.14	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	1.71	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,440	0	0.00%	0	0.00	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.
				0	0.00	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,440	0	0.00%	0	0.00	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.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	7,139	6,025	84.40%	100	84.40	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	67.52	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	7,139	1,215	17.02%	100	17.02	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	13.62	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	7,139	174	2.44%	100	2.44	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.95	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	46	0.64%	100	0.64	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.52	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	6	0.08%	100	0.08	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Affirmative Action Plan - 2016

Availability Percent Worksheet

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	21,720	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.25	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	2,945	5.97%	100	5.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	4.78	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	1,463	2.97%	100	2.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.37	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	49,290	303	0.61%	100	0.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.49	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN and ALASKA NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	49,290	78	0.16%	100	0.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.13	Availability Percent.

AGENCY: [IL Department of Transportation](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	49,290	39	0.08%	100	0.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

Workforce Analysis by Region

Agency: Illinois Department of Transportation

Reporting Period: 4th Quarter - FY 2015

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	Total	W	B/AA	H/L	A	AI/AN	NHOPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrator	43	33	32	0	1	0	0	0	0	10	8	1	0	1	0	0	0	76.74%	23.26%	93.02%	2.33%	2.33%	2.33%	0.00%	0.00%	0.00%
Professionals	77	60	56	4	0	0	0	0	0	17	17	0	0	0	0	0	77.92%	22.08%	94.81%	5.19%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	39	30	29	1	0	0	0	0	0	9	6	3	0	0	0	0	76.92%	23.08%	89.74%	10.26%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service																										
Para-professionals Office / Clerical	3	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft																										
Service / Maintenance	161	158	144	10	1	0	3	0	1	3	3	0	0	0	0	0	98.14%	1.86%	91.30%	6.21%	0.62%	0.00%	1.86%	0.00%	0.62%	
TOTAL	323	281	261	15	2	0	3	0	1	42	37	4	0	1	0	0	87.00%	13.00%	92.26%	5.88%	0.62%	0.31%	0.93%	0.00%	0.31%	

Grand Total Employees for Region 10:	Males: 281 87.00%	Females: 42 13.00%	Total Minorities: 25 7.74%
White: 298 92.26%	B/AA: 19 5.88%	H/L: 2 0.62%	Asian: 1 0.31%
			AI/AN: 3 0.93%
			NHOPI: 0 0.00%
			Disabled: 1 0.31%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **WOMEN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	26.49	35.72	60.97		67.52	54.78	0.00	35.25
Number Needed for Parity	11	27	23		2	0	0	56
Number of Affirmative Action Group Members Already Employed	10	17	9		3	0	0	3
Underutilization	1	10	14		P	P	P	53

Agency: Illinois Department of Transportation
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	2.57	5.04	2.67		13.62	1.04	0.00	4.78
Number Needed for Parity	1	3	1		0	0	0	7
Number of Affirmative Action Group Members Already Employed	1	4	4		0	0	0	10
Underutilization	P	P	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **HISPANIC or LATINO** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	1.09	1.27	0.22		1.95	0.59	0.00	2.37
Number Needed for Parity	0	0	0		0	0	0	3
Number of Affirmative Action Group Members Already Employed	1	0	0		0	0	0	1
Underutilization	P	P	P		P	P	P	2

Agency: Illinois Department of Transportation
 Affirmative Action Group: **ASIAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	0.64	2.42	1.71		0.52	0.50	0.00	0.49
Number Needed for Parity	0	1	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	0	0		0	0	0	0
Underutilization	P	1	P		P	P	P	P

Utilization Analysis

Agency: Illinois Department of Transportation
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	0.40	1.08	0.00		0.07	0.21	0.00	0.13
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	3
Underutilization	P	P	P		P	P	P	P

Agency: Illinois Department of Transportation
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	43	77	39	EMPLOYED BY CMS	3	0	0	161
Availability Percent	0.00	0.00	0.00		0.00	0.01	0.00	0.06
Number Needed for Parity	0	0	0		0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0		0	0	0	0
Underutilization	P	P	P		P	P	P	P

Underutilization Summary by IDHR Region

Name of Agency: Illinois Department of Transportation

Fiscal Year: 2016

Region	Officials /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	8	P	P	P	P	P	43	P	P	P	1	P	21	P	P	P	P	P	EMPLOYED BY CENTRAL MANAGEMENT SERVICES						
2	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
3	11	2	P	P	P	P	29	P	P	P	P	P	27	P	P	P	P	P							
4	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
5	9	P	P	P	P	P	9	P	P	P	P	P	9	P	P	P	P	P							
6	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
7	P	P	P	P	P	P	P	P	P	P	P	P	45	P	P	P	P	P							
8	P	P	P	P	P	P	13	P	P	P	P	P	15	P	1	P	P	P							
9	4	P	P	P	P	P	18	P	P	1	P	P	30	P	P	1	P	P							
10	1	P	P	P	P	P	10	P	P	1	P	P	14	P	P	P	P	P							
Total	33	2	P	P	P	P	122	P	P	2	1	P	161	P	1	1	P	P							

Region	Paraprofessionals						Office/Clerical						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	P	P	P	P	P	P	P	P	P	P	P	P	1	2	2	P	P	P	178	P	100	18	P	P
2	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15	3	4	P	P	P
3	P	1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	62	3	10	P	P	P
4	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	32	P	2	P	P	P
5	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	55	1	P	P	P	P
6	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	32	9	5	1	P	P
7	P	P	P	P	P	P	2	P	P	P	P	P	P	P	P	P	P	P	60	6	3	P	P	P
8	P	1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	84	13	2	2	P	P
9	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	47	P	1	P	P	P
10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	53	P	2	P	P	P
Total	P	2	P	P	P	P	2	P	P	P	P	P	1	2	2	P	P	P	618	35	129	21	P	P

Total underutilization for Women: 937

Total underutilization for Black or African American: 41

Total underutilization for Hispanic or Latino: 132

Total underutilization for Asian: 24

Total underutilization for American Indian and Alaska Native: 1

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Total Underutilization: 1,135

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 and Alaska Native NHOPI= Native Hawaiian or Other Pacific Islander

DHR 11-AAP (Rev. Jan. 2014)

Section Three

Agency Goals



Judy Hart

(1941- Present)

National Park Founding Superintendent of Rosie the Riveter World War II Home Front National Historical Park and Women's Rights National Historical Park

Judy Hart is a civic activist and consultant whose 27-year career with the U.S. National Park Service (NPS) and other seminal work has helped legitimize and raise awareness of women's history in America.



Oveta Culp Hobby

(1905-1995)

WWII Director of the Women's Army Auxiliary Corps and first Secretary of the US Department of Health, Education, and Welfare

Oveta Culp Hobby was a pioneer military leader who helped define women's initial role in the Army during World War II. She served as the first commanding officer of the Women's Army Corps (WAC), was the first secretary of the Department of Health, Education and Welfare, and was the Chairperson of the Board of the Houston Post.

PROGRAM GOALS

NARRATIVE

Program goals are developed in conjunction with the problems identified in the Illinois Department of Transportation's (IDOT) internal and external workforce analysis. These goals identify problems, set goals and objectives, and develop action items that will enhance IDOT's ability to achieve these goals and objectives. Program goals become the department's fiscal year strategy to address concerns such as underutilization of protected class groups in hiring, recruitment, upward mobility, and adverse impact.

The program goal is a broad category that describes the area to be addressed. Within each identifiable problem area, a goal is developed broadly describing the area of concern. In addition, an objective is developed that delineates the specific intentions of the goal.

Action items state in specific detail which steps will be taken to achieve the objective. The assignment of responsibility section identifies the individual or area within the department accountable for carrying out the action item. The target date for completion is the date the action item should be accomplished. The monitoring procedure outlines the process whereby a review is conducted to determine whether the objective is being met per the target date.

PROGRAM GOALS

A. AREA TO BE ADDRESSED: Workforce Diversity

In some Equal Employment Opportunity (EEO) job categories, reflected in the underutilization summary, IDOT needs to increase its employment of protected groups represented in the general population of Illinois.

B. GOAL

Achieve a more diverse workforce by increasing and retaining individuals in protected classes for EEO job categories that are underutilized. Expand existing training programs and employment opportunities and conduct outreach for disabled population as well as for women and minority veterans for Highway Maintainer positions.

C. OBJECTIVE:

Work with the Office of Diversity Recruitment and Outreach and with IDOT management to capitalize on opportunities to fill vacancies by hiring and promoting qualified protected class individuals. Conduct an in-depth study of the internal IDOT workforce to identify major areas of underutilization and implement strategies around addressing diversity in other areas beyond Engineers and Engineer Technicians.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Monitor hiring ethics to ensure compliance with EEO objectives.	Bureau Chief of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing
2. Provide information to the directors, quarterly, which shows the status of personnel transactions for protected class members.	Bureau of Civil Rights	Ongoing
3. Review disability hires and reasonable accommodations on a quarterly basis to ensure fairness in hiring.	Bureau Chief of Civil Rights and the ADA Coordinator	Ongoing
4. Work with community-based organizations for referrals of qualified protected class candidates.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing
5. Network with professional organizations (local colleges and universities, professional engineering organizations, etc.) to identify qualified applicants in protected class groups as vacancies occur.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing

D. Monitoring Procedure:

Conduct periodic meetings during the fiscal year with the Office of Diversity Recruitment and Outreach and upper level IDOT management to check on the status of recruitment and hiring.

PROGRAM GOALS

A. AREA TO BE ADDRESSED: Protected Class Employment

As of June 30, 2014, women were underutilized in all EEO job categories except Paraprofessionals. African Americans or Blacks were underutilized in the following categories: Officials/Administrators, Paraprofessionals, Skilled Craft Workers and Service-Maintenance. Hispanics or Latinos were underutilized in the following categories: Officials/Administrators, Technicians, Skilled Craft Workers and Service-Maintenance. Asian Americans were underutilized in the following categories: Officials/Administrators, Professionals, Technicians and Service-Maintenance. American Indians and Alaska Natives were underutilized in the Professionals category.

B. GOAL:

Increase the number of protected class individuals within the EEO job categories that are underutilized.

C. OBJECTIVE:

Work with management to capitalize on opportunities to fill vacancies by promoting or hiring qualified protected class members underutilized within the EEO job categories whenever possible and encourage managers to utilize protected class employees in available acting capacities to prepare them for promotions to fill vacancies.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Email and post on social media (LinkedIn, Facebook, etc.) appropriate job postings to minority and women's community organizations.	Bureau of Civil Rights and Office of Diversity Recruitment Outreach	Ongoing
2. Calculate, quarterly, the number and percentage of protected class employees promoted into higher level EEO job categories.	Bureau of Civil Rights and Bureau of Information Processing.	Ongoing
3. Evaluate, quarterly, the number and percentage of protected class employees promoted into higher level EEO job categories.	Bureau of Civil Rights and Information Processing	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
4. Distribute to directors and regional engineers a quarterly summary of promotion and hiring of underutilized protected classes categorized by EEO job classifications within each region.	Bureau of Civil Rights	Ongoing
5. Provide quarterly information to the Secretary of IDOT that reflects the status of promotion and hiring of underutilized protected members.	Bureau of Civil Rights	Ongoing
6. Network with various professional and community organizations (e.g., NAACP, HACIA, ILBCC, SWE) to identify qualified minority and women applicants.	Bureau of Civil Rights and Office of Diversity Recruitment Outreach	Ongoing
7. Recruit nationally; semiannually for protected class Civil Engineers.	Bureau of Personnel Management and Office of Diversity Recruitment Outreach	Ongoing
8. Work with educational institutions and veteran's organizations to identify qualified, protected class applicants.	Bureau of Personnel Management, Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing

MONITORING PROCEDURES

1. Review the Vacancy Report monthly to look for positions to fill with underutilized protected class members.
2. Use the quarterly workforce analysis and various Illinois Department of Human Rights (IDHR) quarterly reports to analyze progress.
3. Meet regularly with the Office of Diversity Recruitment and Outreach to monitor recruitment and overall agency progress and assist in developing strategies to improve where necessary.
4. Use the hiring and promotion monitors to analyze progress.

PROGRAM GOALS

A. AREA TO BE ADDRESSED: Highway Maintainer Positions

There are insufficient numbers of protected class veterans and non-veterans on the Central Management Services (CMS) Highway Maintainer eligibility list, which is used to select individuals for these vacant IDOT positions.

B. GOAL:

Increase the number of protected class veterans and non-veteran applicants interviewed and ultimately hired as Highway Maintainers.

C. OBJECTIVE:

Employ more protected class veterans and non-veterans for Highway Maintainer positions by identifying schools that offer commercial drivers' license (CDL) classes and encouraging these individuals to obtain certification through these institutions so that they can be considered for employment.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Work in conjunction with the Office of Diversity Recruitment and Outreach to identify protected class veterans.	Bureau of Civil Rights	Ongoing
2. Meet with Illinois Department of Employment Security (IDES) and discuss their Veterans Recruitment Program.	Office of Diversity Recruitment and Outreach	Ongoing
3. Meet with Veteran's Coordinators and Central Management Services.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing
4. Develop information packets to disseminate to potential applicants.	Office of Diversity Recruitment and Outreach	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
5. Attend career fairs sponsored by minority, women's and veteran organizations.	Office of Diversity Recruitment and Outreach	Ongoing
6. Update IDOT administrators on proposed programs.	Bureau of Civil Rights, IDOT personnel	Ongoing
7. Work continuously with schools already identified that offer CDL classes and identify additional Schools.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing

D. Monitoring Procedures

1. Work closely with the Office of Diversity Recruitment and Outreach to monitor the progress of our developed strategies to attain our action items.
2. Work closely with CMS, IDES and Veterans Affairs to ensure that the veterans enrolled in CDL classes meet CMS standards for veterans' preference.
3. Contact school officials, regularly, to obtain updates on participants' progress.
4. Obtain copies of grades when class participants take Highway Maintainer exams.
5. Monitor interview and hiring ratios of program participants through IDOT's hiring and promotion monitor.
6. Work closely with IDOT personnel to ensure that all qualified minority and women applicants who apply are interviewed.

PROGRAM GOALS

A. AREA TO BE ADDRESSED: Discipline concerning minority Highway Maintainers

African American or Black and Hispanic or Latino Highway Maintainers appear to be more likely to be disciplined than their white counterparts.

B. GOAL:

Work with Labor Relations, regional managers and officials to monitor suspensions among African American or Black and Hispanic or Latino Highway Maintainers to ensure fairness in the administration of discipline. In addition, develop a training program(s) for Service Maintenance employees and managers on civil rights obligations and responsibilities.

Continue to review suspension reports and develop a strategy to ensure fairness with regard to the number of suspensions among African American or Black and Hispanic or Latino employees.

C. OBJECTIVE:

Work closely with Labor Relations to ensure that discipline received by African American or Black and Hispanic and Latino Highway Maintainers is equitable and to decrease the number of suspensions among them. To have Operations Supervisors participate in training on civil rights issues and disseminate civil rights information to their employees. To be proactive and conduct onsite visits of the maintenance yards and speak with employees on civil rights issues that need to be addressed.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Monitor Suspension Reports statewide.	Bureau Chief of Civil Rights and Labor Relations	Ongoing
2. Submit quarterly report of suspensions to the Civil Rights Committee.	Bureau Chief of Civil Rights and Labor Relations	Ongoing
3. Develop baseline criteria for disciplinary actions.	Bureau Chief of Civil Rights and Labor Relations	Ongoing
4. Develop a training program on disparate treatment and equitable distribution in discipline.	Bureau Chief of Civil Rights and Labor Relations	June 2016
5. Develop a plan for the Secretary of IDOT to be notified of potential disciplinary actions taken against all African American or Black and Hispanic and Latino males.	Bureau Chief of Civil Rights and Labor Relations	February 2016

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
6. Develop a plan to notify the Bureau of Civil Rights of potential disciplinary actions against all African American or Black and Hispanic and Latino males.	Bureau Chief of Civil Rights and Labor Relations	February 2016
7. Conduct trainings with Highway Maintainers to inform them about their rights and responsibilities to ensure a discrimination free work environment.	Bureau Chief of Civil Rights	June 2016

D. MONITORING PROCEDURES

1. Review personnel transactions quarterly.
2. Review disciplinary reports continuously. Monitor disparities and inconsistencies in which discipline is being issued.
3. Discuss findings with the Civil Rights Committee and with appropriate IDOT management.

PROGRAM GOALS

A. AREA TO BE ADDRESSED: Job Development and Training for Persons with Disabilities

A major barrier to full-time permanent employment in IDOT for individuals with disabilities is the lack of appropriate and effective transitional job training and employment opportunities within offices, divisions and bureaus.

There is an underutilization of one hundred twenty-one (121) individuals with disabilities.

B. GOAL:

Secure full-time permanent positions within IDOT's office, divisions, and bureaus for participants in IDOT's Students with Disabilities Program. In addition, seek other opportunities for individuals with disabilities in other offices, divisions, and bureaus.

C. OBJECTIVE:

Work with offices, divisions, and bureaus to transition participants in the Students with Disabilities Program into their offices by increasing job training and employment opportunities.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Identify opportunities for training within each region and within the Central Office that could provide potential training opportunities which would lead to permanent employment.	Bureau of Civil Rights, Office of Diversity Recruitment and Outreach, the Bureau of Personnel Management	Ongoing
2. Ensure there is no conflict with the Collective Bargaining Agreement, which would hinder employment opportunities for students with disabilities.	Bureau of Civil Rights, Office of Diversity Recruitment and Outreach, Office of Labor Relations, the Bureau of Personnel Management	Ongoing
3. Hire 121 individuals with disabilities	Bureau of Civil Rights and Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing to June 30, 2016

D. MONITORING PROCEDURES

1. Conduct a monthly follow up on each student.
2. Assign a buddy to each participant of the Students with Disabilities program who has been permanently placed in a full time position. The buddy will provide a report to the ADA Specialist regarding the student's progress and/or any issues.

NUMERICAL GOALS

NARRATIVE

The Illinois Department of Transportation's (IDOT) numerical goals are developed by calculating the underutilization of Women, Black or African American, Hispanic or Latino, Asian American, American Indian and Alaskan Native and Native Hawaiian or Other Pacific Islander within IDOT's five regions (nine districts) and the Central Office. Goals for seven of the Equal Employment Opportunity (EEO) categories are calculated per instructions provided by the Illinois Department of Human Rights (IDHR). Numerical goals must be established for the fiscal year by quarter and encompass total underutilization.

Parity or "P" as denoted in the Utilization Analysis means that protective class group members employed in the hiring bureau equal the rate of protected class group members in the labor market for the listed EEO job category.

A manager in the hiring bureau should not only review its bureau's hiring status for protected class groups, but should also discuss the overall EEO employment picture with respect to its office, division or district with his/her immediate supervisor. Parity in and of itself does not necessarily remove the responsibility of a manager to continue to strive to achieve Affirmative Action throughout all phases of IDOT.

IDOT will demonstrate a good-faith effort to decrease underutilization. This will be accomplished by remaining cognizant of the need to employ qualified minorities and women within EEO categories as they are underutilized.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: Women Employment

The Illinois Department of Transportation (IDOT) needs to increase its employment of women to reflect the number in the general population of Illinois. IDOT has an underutilization of nine hundred thirty-seven (937) women.

B. GOAL:

To employ nine hundred thirty-seven (937) women as follows: thirty-three (33) in the Officials/Administrators Category, one hundred twenty-two (122) in the Professionals Category, one hundred sixty-one (161) in the Technicians Category, two (2) in the Office/Clerical Category, one (1) in the Skilled Craft Workers Category and six hundred eighteen (618) in the Service-Maintenance Category.

C. OBJECTIVE:

Create new and maintain current partnerships with women’s organizations to contact when vacancies occur, so they can inform qualified women applicants in a timely manner that vacancies exist.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Work with recruiting sources in all regions to create a pool of organizations to contact for qualified women applicants.	Office of Diversity Recruitment and Outreach	Ongoing
2. Disseminate appropriate information on a timely basis to women’s advocacy and professional organizations, such as Society of Women Engineers, American Association of University Women, etc.	Office of Diversity Recruitment and Outreach	Ongoing
3. Implement recruitment practices, which target women and disseminate requirements for entry-level civil engineer and other positions.	Bureau of Civil Rights, Bureau of Personnel Management, and Office of Diversity Recruitment and Outreach	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
4. Post information about vacancies on websites that cater to women	Office of Diversity Recruitment and Outreach	Ongoing
5. Employ thirty-three (33) Officials/Administrators, one hundred twenty-two (122) Professionals, one hundred sixty-one (161) Technicians, two (2) Office/Clerical, one (1) Skilled Craft Worker and six hundred eighteen (618) Service Maintenance.	Bureau of Personnel Management and Office, District Personnel and Central Office Administrators	Ongoing through June 30, 2016

D. MONITORING PROCEDURES

Obtain monthly, computerized printouts from the Bureau of Information Processing of all personnel transactions such as new hires, promotions, etc. Use quarterly reports and agency hiring/promotion monitors submitted to the Illinois Department of Human Rights (IDHR) to analyze progress. The Bureau of Civil Rights and the Office of Diversity Recruitment and Outreach will conduct this review. These entities will make policy recommendations as necessary.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: African American or Black Employment

IDOT needs to increase its employment of African Americans or Blacks to reflect the number in the general population of Illinois. IDOT has an underutilization of forty-one (41) African Americans or Blacks.

B. GOAL:

To employ forty-one (41) African Americans or Blacks as follows: two (2) in the Officials/Administrators Category, two (2) in the Para-Professionals Category, two (2) in the Skilled Craft Workers Category, and thirty-five (35) in the Service-Maintenance Category.

C. OBJECTIVE:

Create new and maintain current partnerships with African American or Black organizations to contact when vacancies occur, so they can inform qualified African American or Black applicants in a timely manner that vacancies exist.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Disseminate vacancy announcements to colleges with high concentrations of African American or Black college graduates.	Office of Diversity Recruitment and Outreach	Ongoing
2. Work with recruiting sources in the region (e.g. colleges and universities, local Urban League, National Society of Black Engineers, NAACP, etc.); to create a pool of qualified African American or Black applicants.	Office of Diversity Recruitment and Outreach	Ongoing
3. Utilize the networking system of the Illinois Affirmative Action Officers Association, the American Association for Affirmative Action and the IDOT Professional and Academic Alliance, to gain more access to qualified African American or Black applicants.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
4. Post more information about IDOT's workforce diversity efforts on the Diversity Matters webpage.	Office of Communications	Ongoing
5. Post information about vacancies on websites that cater to African Americans or Blacks.	Office of Diversity Recruitment and Outreach	Ongoing
6. Employ two (2) Officials/Administrators, two (2) Para-Professionals, two (2) Skilled Craft Workers and thirty-five (35) Service-Maintenance.	Bureau of Personnel Management, District Personnel and Central Office Administrators	Ongoing through June 30, 2016

A. MONITORING PROCEDURES

Obtain monthly, computerized printouts from the Bureau of Information Processing of all personnel transactions such as new hires, promotions, etc. Use quarterly reports and agency hiring/promotion monitors submitted to IDHR to analyze progress. Both the Bureau of Civil Rights and the Office of Diversity Recruitment and Outreach will conduct this review. These entities will make policy recommendations as necessary.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: Hispanic or Latino Employment

IDOT needs to increase its employment of Hispanics or Latinos to reflect the number in the general population of Illinois. IDOT has an underutilization of one hundred thirty-two (132) Hispanics or Latinos.

B. GOAL:

To employ one hundred thirty-two (132) Hispanics or Latinos as follows: one (1) in the Technicians Category, two (2) in the Skilled Craft Workers Category and one hundred twenty-nine (129) in the Service-Maintenance Category.

C. OBJECTIVE:

Create new and maintain current partnerships with Hispanic or Latino organizations to contact when vacancies occur, so they can inform qualified Hispanic and Latino applicants in a timely manner that vacancies exist.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Utilize Hispanic or Latino recruitment sources to disseminate requirements for entry-level civil engineer positions.	Bureau of Civil Rights, Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing
2. Work with recruiting sources in the region (e.g. Society of Hispanic Professional Engineers, colleges & universities, etc.) where underutilization is identified to create a pool of qualified Hispanic or Latino applicants.	Office of Diversity Recruitment and Outreach	Ongoing
3. Network with Hispanic or Latino organizations and provide information regarding entry-level positions.	Office of Diversity Recruitment and Outreach	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
4. Disseminate diversity information to Hispanic or Latino organizations and college placement officers.	Bureau of Civil Rights and Office of Diversity Recruitment and Outreach	Ongoing
5. Post more information about IDOT's workforce diversity efforts on the Diversity Matters webpage.	Office of Communications	Ongoing
6. Post information about vacancies on websites that cater to Hispanics or Latinos.	Office of Diversity Recruitment and Outreach	Ongoing
7. Advertise on Hispanic or Latino media about job opportunities at IDOT.	Office of Diversity Recruitment and Outreach	Ongoing
8. Employ one (1) Technician, two (2) Skilled Craft Workers and one hundred twenty-nine (129) Service-Maintenance.	Bureau of Personnel Management, District Personnel and Central Office Administrators	Ongoing through June 30, 2016

D. MONITORING PROCEDURES

Obtain monthly, computerized printouts from the Bureau of Information Processing of all personnel transactions such as new hires, promotions, etc. Use quarterly reports and agency hiring/promotion monitors submitted to IDHR to analyze progress. Both the Bureau of Civil Rights and the Office of Diversity Recruitment and Outreach will conduct this review. These entities will make policy recommendations as necessary.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: Asian American Employment

IDOT needs to increase its employment of Asian Americans to reflect the number in the general population of Illinois. IDOT has an underutilization of twenty-four (24) Asian Americans.

B. GOAL:

To employ twenty-four (24) Asian Americans as follows: two (2) in the Professionals Category, one (1) in the Technicians Category and twenty-one (21) in the Service-Maintenance Category.

C. OBJECTIVE:

Create new and maintain current partnerships with Asian American organizations to contact when vacancies occur, so they can inform qualified Asian Americans in a timely manner that vacancies exist.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Utilize Asian American recruitment sources (e.g. NAAAP, etc.), to disseminate requirements for entry-level civil engineer and other positions.	Bureau of Civil Rights, Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing
2. Disseminate appropriate information on a timely basis to Asian American organizations.	Bureau of Civil Rights, Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing
3. Utilize Asian American recruitment sources to disseminate requirements for entry-level college graduate positions.	Bureau of Civil Rights, Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
4. Utilize the networking system of the Illinois Affirmative Action Officers Association, the American Association for Affirmative Action, the Asian American Human Services, Asian American recruiting sources and the IDOT Professional and Academic Alliance.	Bureau of Civil Rights, Bureau of Personnel Management and Office of Diversity Recruitment and Outreach	Ongoing
5. Employ two (2) Professionals, one (1) Technician and twenty-one (21) Service-Maintenance.	Bureau of Personnel Management, District Personnel and Central Office Administrators	Ongoing through June 30, 2016

D. Monitoring Procedures

Obtain monthly, computerized printouts from the Bureau of Information Processing of all personnel transactions such as new hires, promotions, etc. Use quarterly reports and agency hiring/promotion monitor submitted to IDHR to analyze progress. Both the Bureau of Civil Rights and the Office of Diversity Recruitment and Outreach will conduct this review. These entities will make policy recommendations as necessary.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: American Indian and Alaska Native Employment

IDOT needs to increase its employment of American Indians and Alaska Natives to reflect the number in the general population of Illinois. IDOT has an underutilization of one (1) American Indian and Alaska Native.

B. GOAL:

To employ one (1) American Indian and Alaska Native as follows: one (1) in the Professional Category.

C. OBJECTIVE:

Compile a list of American Indians and Alaska Natives organizations to contact when vacancies occur, to inform qualified American Indians and Alaska Natives applicants in a timely manner that vacancies exist.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Work with Chicagoland area and Region 3 recruiting sources to generate a pool of qualified American Indians and Alaska Natives applicants.	Bureau of Civil Rights, Bureau of Personnel Management, and Office of Diversity Recruitment and Outreach	Ongoing
2. Disseminate diversity information on a timely basis to American Indians and Alaska Natives applicants Organizations.	Bureau of Civil Rights, Bureau of Personnel Management, and Office of Diversity Recruitment and Outreach	Ongoing
3. Employ one (1) Professional.	Bureau of Personnel Management, District Personnel and Central Office Administrators	Ongoing through June 30, 2016

D. MONITORING PROCEDURES

Obtain monthly, computerized printouts from the Bureau of Information Processing of all personnel transactions such as new hires, promotions, etc. Use quarterly reports and agency hiring/promotion monitors submitted to IDHR to analyze progress. Both the Bureau of Civil Rights and the Office of Diversity Recruitment and Outreach will conduct this review. These entities will make policy recommendations as necessary.

Section Four

Complaint Process



Barbara Mikulski
(1936 - Present)
Longest Serving Woman in the United States Congress

Barbara Mikulski is the Senior Senator from Maryland representing the Democratic Party. Starting her career as a social worker, In Congress Mikulski has championed such efforts as equal pay, a woman's right to choose, improving health care for and medical research on women, and subsidizing child-care for low-income families.



Inez Milholland
(1886-1916)
Woman Suffrage Leader and Martyr

Woman Suffrage Leader & Martyr Inez Milholland Boissevain gave her life working for the Woman Suffrage movement. Because of what she and other suffragists did, women won the basic right to vote. Milholland was a lawyer who also fought for the rights of working class women, spoke out for racial equality, and worked for prison reform.

COMPLAINT PROCESS

The Secretary of Transportation's policy statement and the Illinois Department of Transportation (IDOT) affirms its commitment to a policy of Equal Employment Opportunity (EEO) through the implementation of a Complaint Investigation Process (CIP) to promote the internal resolution of applicant and employee complaints of alleged discrimination. It is the belief of IDOT that the establishment of this CIP shall provide an internal avenue of redress to resolve complaints of alleged civil rights violations while informing applicants and employees of their right to file a complaint externally.

To that end, supervisors and managers are responsible for the resolution of valid complaints of civil rights violations within their organizational level. The Bureau of Civil Rights (BCR) shall advise and support management by investigating the complaints, documenting the facts, presenting the findings and making recommendations to resolve the dispute. Allegations of inappropriate behavior that do not constitute civil rights violations will be referred to labor relations or management.

All employees will follow IDOT policies and procedures as stated in [Chapter 10-3 Section C](#), and [Chapter 17-3 Section E](#), of the policy manual when allegations of civil rights violations occur.

10-3 C. Civil Rights Violations. An employee shall not engage in actions which constitute a violation of federal and state laws and executive orders. Examples of conduct which could constitute such violations are: sexual harassment, racial harassment, sexually or racially-offensive remarks/materials, discrimination on the basis of an individual's race, color, national origin, religion, age, sex, marital status, disability, unfavorable discharge from military service or any other non-merit factor. See also Chapter 2: Equal Employment Opportunity (EEO)/Affirmative Action (AA) for further information.

17-3 E. Civil Rights Violations: Disciplinary action involving matters that represent a potential violation of the Illinois Human Rights Act or federal Civil Rights Act (CRA) shall be treated as follows:

1. Any office/division/bureau that receives a complaint against an employee alleging an act which constitutes a potential violation of the Illinois Human Rights Act or the federal CRA shall immediately report such matter to the department's BCR. Employees may file a complaint directly with the BCR.
2. The BCR shall investigate the matter and report its investigation to the Civil Rights Committee (CRC).
3. Employees shall be allowed scheduled time during working hours, with no deduction of their pay or benefit time which is of a reasonable duration, to present their complaints. Such time shall not interfere with the operations of the department.
4. The CRC shall consist of the following persons: the Secretary or his/her designee, the Chief Counsel, the Director of Finance and Administration or his/her designee and the Bureau Chief of Civil Rights (BCCR).

5. The CRC shall review all information concerning the alleged violation, including but not limited to the investigative reports prepared by the BCR investigators and shall have the authority to interview witnesses and discuss the matter with the employee's supervisor(s).
6. Subsequent to review, the CRC shall make the following recommendations to the Secretary:
 - a. whether the employee has committed a violation of department policy; and
 - b. the range of discipline that can be imposed, if such a violation has occurred.
7. The Secretary shall review the CRC's recommendations and impose discipline based on the range of discipline provided by the CRC, or return the matter to the CRC for further review.
8. Once the Secretary has set the discipline to be imposed, the Director of Finance and Administration in conjunction with the bureau where the complaint originated shall implement the discipline.
9. An employee who is disciplined pursuant to a recommendation by the CRC shall retain all grievance rights set forth in this chapter or the employee's applicable collective bargaining agreement.

RESOLUTION

Attempts will be made to resolve issues informally before a complaint has been filed. Both parties will be given an opportunity to present their side of the issue. Successful resolution of the issue will close the complaint. If warranted, the resolution will be documented and presented in the form of a Settlement Agreement. If the issues are not resolved, the Complainant may use the internal and/or external complaint process.

INTERNAL COMPLAINTS

Any person alleging to be aggrieved by a discriminatory practice may complete IDOT's Employment Discrimination Complaint form and forward it to the BCR. Employees are encouraged to complete the internal complaint form and return the signed form along with any documents substantiating the allegations within 90 days of the alleged discriminatory or harassing practice to the BCR.

Procedure

Any office/division/bureau that receives a complaint against an employee alleging an act that constitutes a potential violation of the Illinois Human Rights Act or federal CRA shall immediately report such matter to the department's BCR. Employees may file a complaint directly with the BCR.

Once the complaint form is received, it is logged into the BCR tracking system. A file is established and the matter is assigned to a staff investigator. Within two working days after receipt of the complaint, notification of receipt is forwarded to the Complainant, the office where

the alleged violation occurred, the director of that office/division, and the Secretary of Transportation.

In addition, the Complainant will be notified if additional information/documentation is necessary.

Investigation

Management is asked to respond to the allegations of the complaint within ten working days of receipt. The response shall entail the verification of information with the immediate supervisor, collection of all documentation related to the complaint and additional information deemed necessary.

As for sexual harassment complaints, the investigation procedures previously outlined in [Chapter 17-3 \(E\) Civil Rights Violations](#), of IDOT's Personnel Policies Manual will be followed.

Options

The Complainant may withdraw or amend all or a portion of the complaint during the investigation. Items may be added to the complaint as long as they are written within 300 days of the alleged infraction.

The complaint may be dismissed after the investigation has concluded if a preponderance of the evidence indicates that there is no merit to the complaint or the issue is not a civil rights issue.

Counseling

Throughout the investigation process, management and the Complainant are kept apprised of the status of the investigation. Counseling is an integral component of the investigation process. Both the Complainant and the Respondent are involved.

Conciliation

The BCR shall conduct and coordinate conciliation efforts by conferring with the appropriate parties in an attempt to secure a reasonable settlement. A conciliation conference may be convened where all parties may attend or may be represented to propose, discuss and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level, the BCCR shall document the efforts made to resolve the complaint. The BCCR shall provide a written explanation of the reasons why the complaint was not able to be resolved to the director of the particular office/division/bureau involved and the CRC.

Investigation Findings

All documentation will be compiled and presented to the CRC along with recommendations from the BCCR.

The BCCR will contact the complainant by letter with the decision of the CRC.
(The use of this internal CIP does not preclude the employee from filing a complaint directly with the Illinois Department of Human Rights (IDHR) within 180 days of the alleged violation or with the Equal Employment Opportunity Commission (EEOC) within 300 days of the alleged violation. 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.)

EXTERNAL COMPLAINTS

An external charge is one that is filed with IDHR or the EEOC. A person who feels he or she has suffered direct harm from an alleged discriminatory conduct or practice may file a charge with either agency.

Procedure

All written complaints received from IDHR or the EEOC will be logged into the BCR tracking system before they can be processed. Once it is logged in, a file is established and it is assigned to a staff investigator. Within two working days after receipt of the complaint, notification of receipt is forwarded to the office where the alleged violation occurred and the director of that division. In addition, the Complainant will be notified if additional information/documentation is necessary.

Investigation

Management is asked to respond to the allegations of the complaint within ten working days of receipt. The response shall entail the verification of information with the immediate supervisor, collection of all documentation related to the complaint and supplementation of additional information if deemed necessary. The response received from management is reviewed and analyzed for its thoroughness. Additional information such as evaluations, time sheets, etc. may be required. Meetings will be scheduled with management, the Complainant and witnesses in an effort to obtain all related facts. Investigation procedures previously outlined in IDOT's Personnel Policies Manual will be followed.

Conciliation

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

If the complaint can be resolved, the terms of the settlement are forwarded to IDHR or the EEOC, and a formal settlement is compiled and signed by all appropriate individuals. If the complaint cannot be satisfactorily resolved, the complaint will follow the normal process required by IDHR or the EEOC.

Response to IDHR or the EEOC

IDHR requires that the department respond to the charge with a position statement and provide a verified response to the allegations contained in the charge within 60 days of the date the charge was filed. (A verified response includes a notarized statement that information submitted to IDHR is correct.)

Correspondence is then forwarded to the investigating agency, which includes all relevant documents. The Complainant receives a copy of the verified response. The investigation process can be continued after the position statement has been submitted to the enforcement agency in an effort to effect conciliation.

The EEOC requires the department to respond to the charge within 30 days of the date the charge was perfected.

Fact-Finding Conference

IDHR will schedule a fact-finding conference. The attendees will include management cited in the alleged violation, personnel from the BCR assigned to investigate the complaint, the Complainant and the BCCR. The EEOC usually does not require a fact-finding conference.

Determination

IDHR has 365 days to conduct its investigation. If IDHR determines that there is no substantial evidence and dismisses the charge, the Complainant may request a review from the Human Rights Commission within 90 days after receipt of the Director of IDHR's notice.

If IDHR determines that there is substantial evidence, the Complainant has the right to either commence a civil action in the appropriate circuit court or request that the IDHR file a complaint with the Human Rights Commission on his or her behalf. If conciliation is successful, a settlement agreement will be processed.

Mediation

IDHR and the EEOC offer a mediation program. The mediation programs are free, fast, and provide an opportunity for both parties to present their side of the issue and the mediator is neutral.

If management within the office/division/bureau where the complaint is filed agrees to mediation, the Director of the Office of Business and Workforce Diversity (OBWD) will be notified. Once the OBWD Director has granted approval, IDHR or the EEOC will be notified.

The mediation program is designed to settle the dispute immediately without deciding the merits of the charge. Successful mediation results in settlement and closure of the complaint. If the mediation is not successful, the complaint will continue to be processed and investigated by IDHR or the EEOC.

CONTACTS

The addresses and telephone numbers of IDOT's BCR, IDHR and the EEOC are as follows:

1. Illinois Department of Transportation
Bureau of Civil Rights
2300 Dirksen Parkway, Room 317
Springfield, Illinois 62764
(217) 782-2762
TTY (217) 524-4875

2. Illinois Department of Human Rights
222 South College, Room 101
Springfield, Illinois 62704
(217) 785-5100
TTY (866) 740-2953

3. Illinois Department of Human Rights
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
(312) 814-6200
TTY (866) 740-3953

4. Illinois Department of Human Rights
Marion State Regional Office Building
2309 W. Main Street, Suite 112
Marion, Illinois 62959
(618) 993-7463
TTY (866) 740-3953

5. The Equal Employment Opportunity Commission
500 West Madison Street, Suite 2800
Chicago, Illinois 60661
(800) 669-4000
TTY (312) 869-8001

6. The Equal Employment Opportunity Commission
1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
(800) 669-4000
TTY (800) 669-6820



**Title VII/EEO Complaint Form
(Internal Discrimination Complaint Form)
For IDOT Employees or Applicants Only**

To submit a complaint to the Illinois Department of Transportation, please print and complete the following form, sign and return to:

Illinois Department of Transportation
Bureau of Civil Rights
2300 South Dirksen Parkway, Suite 317
Springfield, Illinois 62764

For questions or a full copy of the Illinois Department of Transportation's Title VII/EEO and Nondiscrimination Policies and Complaint Procedures, please submit a written request to the above address, access the [Complaint Procedures](#) document on our website or call (217) 782-2762.

SECTION I

Name:		Email Address:		Home Phone #:	
Street Address:		City:		State:	Zip:
IDOT District or Office:					

SECTION II

1. Are you filing this Complaint on your own behalf? Yes (go to Section III) No (go to #2)

2. If you answered "No" to question 1, please describe your relationship to the person (Complainant) for whom you are filing and why you are filing for a third party.

3. Have you obtained permission of the aggrieved party (Complainant) to file this Complaint on his or her behalf? Yes No

SECTION III

1. Have you previously filed a Discrimination Complaint with the Illinois Department of Transportation? Yes No

2. Have you filed this Complaint with any other federal, state, or local agencies or with any state or federal court? Yes No

If "Yes", please check all that apply:

<input type="checkbox"/> Federal Agency	<input type="checkbox"/> State Court
<input type="checkbox"/> Federal Court	<input type="checkbox"/> Local Agency
<input type="checkbox"/> State Agency	

3. If filed at an agency and/or court, please provide information for your point of contact at the agency/court where the Complaint was filed:
 Agency/Court:

Contact Name:	Address:	Phone Number:
---------------	----------	---------------

SECTION IV

1. Date Discrimination Occurred: Place Discrimination Occurred:

2. If applicable, name of person(s) who allegedly discriminated against you:

Discrimination based on:
 (Please check all that apply)

<input type="checkbox"/> Race	<input type="checkbox"/> Creed
<input type="checkbox"/> Color	<input type="checkbox"/> Marital Status
<input type="checkbox"/> National Origin	<input type="checkbox"/> Military Status
<input type="checkbox"/> Sex	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Disability	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Age	<input type="checkbox"/> Citizenship Status
<input type="checkbox"/> Unfavorable Military Discharge	<input type="checkbox"/> Physical or Mental Disability

3. Please provide a brief explanation of the incident and how you feel you were discriminated against, including how you feel others may have been treated differently than you. If you require additional space or have additional written material pertaining to your Complaint, please attach to this form.

4. Why do you believe this event occurred?

5. How can this issue be resolved to your satisfaction?

6. Have you made an effort to resolve the issue through your supervisor(s), the grievance procedure, or with any public or private organization?

Yes

No

If yes, please provide an explanation below:

7. Please list any person(s) we may contact for additional information to support or clarify your Complaint:

Street Address:	City:	State:	Zip:
-----------------	-------	--------	------

SECTION V

PLEASE NOTE: The Illinois Department of Transportation cannot accept your Complaint without a signature.

I affirm that I have read the above charge and it is true to the best of my knowledge.

Complainant's Signature: _____ **Date:** _____

Printed or Typed Name of Complainant: _____



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

REASONABLE ACCOMMODATION Policy Statement

In compliance with the U.S. Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008, it is the policy of the Illinois Department of Transportation (IDOT) to provide reasonable accommodations for qualified applicants or employees with disabilities. IDOT will abide by all applicable federal and state laws, regulations, rules and guidelines regarding the provision of reasonable accommodations required to afford equal employment opportunity to qualified, disabled individuals. Such accommodations will be provided in a timely and cost-effective manner when the accommodation does not impose an undue hardship. Employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual's disability.

Under state and federal law, IDOT is responsible for ensuring that an employee or applicant is protected against discrimination if he or she is currently afflicted with a condition which constitutes a disability, has a history of affliction with such a condition, is perceived to have a disability, or has a known relationship or association with a disabled individual.

The department's Civil Rights Bureau Chief, Carlos Ramirez, can provide further information. He can be contacted by phone at (312)793-1443 or (217) 782-0152. You may also call the Bureau of Civil Rights at (217)782-2762.

A handwritten signature in black ink, appearing to read 'Randall S. Blankenhorn'.

Randall S. Blankenhorn
Secretary

10/1/15

Date

AFFIRMATIVE ACTION FOR EMPLOYING PERSONS WITH DISABILITIES

Pursuant to Section 2-105 of the Illinois Human Rights Act, state agencies are required to set numerical goals for persons with disabilities. These goals are calculated by using the external availability of persons with disabilities within the state of Illinois as delineated by the 2010 census.

As with other affirmative action groups, the Illinois Department of Transportation (IDOT) is expected to set overall hiring goals for persons with disabilities and attainable goals for the fiscal year.

Current census data indicates that disabled individuals constitute 4.95% of the persons in the Illinois labor force. As of June 30, 2015, IDOT had a total workforce of 5,109 full-time permanent employees of which 128 were designated as employees with disabilities.

As of that date, disabled employees constituted approximately 2.50% of IDOT's workforce, which is currently underutilized by 125 as compared to the state of Illinois' labor force number.

An on-line disability survey form was developed for full-time permanent employees to enable the state to keep track of the number of employees with work disabilities in compliance with affirmative action requirements in the Illinois Human Rights Act. All information provided is voluntary, however, employees must click the "Submit Survey" button to send responses to the state of Illinois or click the "Skip Survey" button to indicate receipt and acknowledgement that they elect not to participate in the survey. An employee may change their disability status should they become disabled or recover from a disabling condition by completing a new survey form.

The most current disability survey form can be found on the Department of Human Rights (DHR) website at: www.illinois.gov/dhr. On the right side of the DHR home page under agency features, please go to State Agency Liaison Unit. On the liaison unit's link, please go to "Other EEO/AA Report Forms" and then to "disability forms." A copy of the disability survey form can be found in the Appendix.

Ongoing for FY 2016, IDOT facilities will be evaluated to determine whether there is physical access for disabled employees. Where barriers are identified, a plan of action will be implemented to address the problems.

IDOT has over 200 facilities around the state of Illinois and will conduct surveys periodically to assess what needs to be modified to provide physical access. If the Department of Central Management Services (CMS) owns the facility, IDOT will inform CMS about the problem and ask for a remedy.

In instances where IDOT conducts testing for applicants or employees, the department will ensure that reasonable accommodations will be made upon request.

IDOT will not use screening criteria that adversely affects employees with disabilities unless the criteria are related to job performance.

In addition, job descriptions will be reviewed by the appropriate offices to determine whether any language contained in the description(s) tends to screen out applicants with disabilities.

AFFIRMATIVE ACTION FOR EMPLOYING PERSONS WITH DISABILITIES – IDOT WORKFORCE

The Illinois Department of Transportation (IDOT) requires each new employee to complete an electronic form, entitled “Disability Hiring Survey.” Employees are asked to disclose any disability on this form. The form is forwarded to the Bureau of Civil Rights.

The number and percent of disabled employees are reported quarterly to the Illinois Department of Human Rights. The total number of IDOT employees who identified a disability on this form as of June 30, 2015, is indicated below.

Number of disabled employees	128
Total number of employees	5, 109
Percent of disabled employees	2.50

Nondiscrimination in all Employment Practices

Illinois State Law requires that any employment criteria established by the agency to screen applicants should be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine if it is job related. If a criterion is not job related, it will be eliminated. Job descriptions will be reviewed before interviews are held to identify essential job duties.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against a qualified individual with a disability on the basis of disability in the following employment practices:

- recruitment, advertising, and job application procedures;
- hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- rates of pay or any other form of compensation and changes in compensation;
- job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
- leave of absence, sick leave, or any other leave;
- fringe benefits available by virtue of employment whether or not administered by the covered entity;
- selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leave of absence to pursue training;

- activities sponsored by a covered entity including social and recreational programs; and
- any other term, condition, or privilege of employment.

Definition

Within the ADA of 1990, “disability” is defined as:

A physical or mental impairment that substantially limits one or more of the individual’s major life activities

These include the following:

- physiologic disorders or conditions, cosmetic disfigurement or anatomical loss affecting these body systems: special sense organs, respiratory and speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic/lymphatic, skin/endocrine;
- mental/psychological disorder such as mental retardation, organic brain syndrome, emotional/mental illness and specific learning disabilities; and
- orthopedic, visual, speech, hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, MS, HIV+, cancer, heart disease, diabetes, drug addiction and alcoholism.

“Disability” does not include the following:

- transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders;
- compulsive gambling, kleptomania or pyromania;
- psychoactive substance use disorders resulting from current illegal use of drugs; and
- homosexuality and bisexuality—

These are not impairments and are not disabilities as defined in this part.

A qualified individual is defined as an individual who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of an impairment;

- is regarded as having such impairment;
- is associated with a disabled individual; and
- satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who with or without reasonable accommodation, can perform the essential functions of such position

These **essential functions** of the position are defined as the fundamental job duties of the employment position. Consider the following factors when determining essential functions:

- whether the position exists to perform a particular function;
- number of other employees available to perform the job function; and
- degree of expertise or skill required to perform the function.

Pre-Employment Inquiries -- Permissible v. Impermissible

The ADA prohibits an employer from making any pre-employment inquiries regarding an applicant's physical or mental disability.

According to the ADA, employers may ask about an applicant's ability to perform both essential and marginal job functions. However, employers may not refuse to hire an applicant with a disability because the applicant's disability prevents him or her from performing marginal functions.

Permissible Inquiries

- Employers may describe or demonstrate the job function and ask if the applicant can perform that function with or without reasonable accommodation.
- Employers may ask whether the applicant has a driver's license if driving is a job function but may not ask whether the applicant has a visual disability.
- Employers may also ask an applicant (including one with a known disability) to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. Generally, this must be asked of all applicants. If an applicant has a known disability that may interfere with the performance of a job-related function, then you can ask only that applicant about reasonable accommodation.
- Individuals requesting reasonable accommodation during a pre-employment skills test will be afforded all accommodations required under law.

Impermissible Inquiries

- Employers may not use an application form that lists potentially disabling impairments and ask the applicant to check any of those which he/she may have.
- Employers may not ask how often individuals will require leave for treatment or use leave as a result of incapacitation because of their disability.
- Employers may not ask about an applicant's prior workers' compensation history.
- Employers may not ask if an individual has any disabilities or impairments which may affect their performance on the job.
- Employers may not ask information about the types of medication an individual is taking.

Pre-Employment Physical Examinations

- Under the ADA, pre-employment medical examinations may only be given after a conditional offer of employment has been made to a particular individual. An employer can condition ultimate employment on successfully passing that exam.
- Post-offer medical exams must be given to all offerees in the same job category as the applicant in question without regard to whether individuals have or do not have a disability.
- Physical agility tests are not medical exams and can be given at any time in the employment process if all applicants for the position are required to take the exam.
- Pre-employment drug screens are not medical exams and thus can be given at an earlier stage in the screening process. However, tests for use of drugs, alcohol, AIDS, etc. must meet the above requirements.
- The ADA imposes strict record keeping and confidentiality requirements. Medical examination records must be kept separate from the personnel file and access is limited to the following:
 - ✓ supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
 - ✓ first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
 - ✓ government officials investigating compliance with this Act shall be provided relevant information on request

Note that employers may submit information to state workers' compensation offices and second injury funds in accordance with state workers' compensation laws.

If an employer withdraws an offer of employment because of the medical examination, either the exclusionary criteria must not screen out individuals with disabilities, or they must also demonstrate that there is no reasonable accommodation that would permit the individual to perform the essential functions of the job.

ADA Amendments Act of 2009

On June 25, 2008, the United States House of Representatives overwhelmingly passed the ADA Amendments Act of 2009. This bill, formerly known as the ADA Restoration Act, is an important piece of legislation that disability advocates have been pushing Congress to pass for many years. This is due to the narrowing of the protections, which Congress intended to give people with disabilities when they passed the ADA of 1990.

Over the years since the ADA was passed, court rulings have found that if a person's physical impairment only substantially limited his or her ability to work and not another major life activity identified in the ADA the person did not qualify as being disabled. The Supreme Court ruled that "mitigating measures," which lessen the severity of impairment – such as eyeglasses for a person with a visual impairment – must be taken into consideration when determining if an individual has a disability. This narrowing of protections for people with disabilities is not what Congress intended when the original ADA was enacted and this is what the ADA Amendments Act will undo.

The main purpose of the ADA Amendments Act is to provide a "clear and comprehensive national mandate for the elimination of discrimination" by reinstating the broad protections Congress intended to be available under the ADA. Other purposes of the ADA include rejecting the requirement that mitigating measures must be considered when deciding whether an impairment substantially limits a major life activity and reinstating a broad view of the "regarded as" portion of the definition of disability.

The "regarded as" definition of disability is very convoluted, but will give an example to help illustrate who protects it. A good example is a person of short stature who an employer thinks is incapable of performing a job such as filing in tall cabinets due solely to the person's short stature.

If that person can show that an employer discriminated against him or her on that basis, s/he will be able to meet the definition of a person with a disability regardless of whether his or her ability to perform the essential functions of the job are impaired by his or her short stature.

NUMERICAL GOALS

A. AREA TO BE ADDRESSED: Employment of Persons with Disabilities

As of June 30, 2015, IDOT is currently underutilized in the employment of persons with disabilities. Throughout the State of Illinois, IDOT has an underutilization of one hundred twenty-five (125) employees with disabilities.

B. GOAL:

Increase the number of qualified persons with disabilities within IDOT's workforce.

C. OBJECTIVE:

Work with management to capitalize on opportunities to fill vacancies by promoting or hiring qualified persons with disabilities. Develop and implement agency-wide training relating to ADA compliance and inclusive practices, reducing attitudinal barriers within the department. Request the Successful Disability Opportunities list for each Code vacancy that IDOT fills, when such a list is available.

<u>Action Items</u>	<u>Assigned Responsibility</u>	<u>Target Date</u>
1. Email appropriate job postings to organizations that are advocates for "people with disabilities."	Bureau of Civil Rights, and the Office of Diversity Recruitment and Outreach	Ongoing
2. Work with the Office of Rehabilitation Services to identify and recruit qualified disabled applicants for positions within IDOT.	Bureau of Civil Rights, and the Office of Diversity Recruitment and Outreach	Ongoing
3. Network with area high schools to identify qualified students for internships within IDOT.	Bureau of Civil Rights	Ongoing
4. Network with the Interagency Committee on Employees with Disabilities to identify and hire qualified applicants.	Bureau of Civil Rights	Ongoing

- | | | |
|---|---|---------|
| 5. Work with IDOT's Director of Finance and Administration to develop the practice of requesting the Successful Disability Opportunities list each time a Code vacancy exists, if applicable. | Bureau of Civil Rights and the Office of Finance and Administration | Ongoing |
|---|---|---------|

D. MONITORING PROCEDURES

Use the quarterly workforce analysis as required by the Illinois Department of Human Rights to track progress.

Meet with Directors and Regional Engineers in mid-October to evaluate progress, set goals and develop strategies to decrease underutilization for persons with disabilities.

Create a policy that directs IDOT's Office of Finance and Administration and the Bureau of Civil Rights to request the Successful Disability Opportunities list to fill code vacancies, when applicable.

Labor Force Analysis for People with Disabilities

Agency: **Illinois Department of Transportation**

Fiscal Year: **2016**

Total Employees: 5,109

▲ Total employees in IDOT.

Percent of People with Disabilities in Illinois Labor Force: 4.95%

Labor Force Number: 253

▲ This number is derived by taking total IDOT employees multiplied by the percent of disabled persons in the Illinois labor force.

Number of Employees with Disabilities in Agency: 128

▲ Number of disabled employees in IDOT as of June 30, 2015.

Underutilization: 125

▲ This line shows the number of disabled people IDOT is underutilized by and which there is a goal to work towards.

REASONABLE ACCOMMODATION

A. Definition

The term “reasonable accommodation” is defined as a:

1. modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position such qualified applicant desires;
2. modification or adjustment to the work environment or to the manner or circumstances under which the position held or desired is customarily performed that enables a qualified individual with a disability to perform the essential functions of that position; or
3. modification or adjustment that enables a covered entity’s employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

In those instances where IDOT conducts pre-employment examinations in the form of a skills test during the interview process, IDOT will provide reasonable accommodations as necessary.

B. Legal Obligation

1. An employer must provide a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless it can show that the accommodation would impose an undue hardship on the business.
2. The obligation to provide a reasonable accommodation applies to all aspects of employment. This duty is ongoing and may arise any time that a person’s disability or job changes.
3. An employer cannot deny an employment opportunity to a qualified applicant or employee because of the need to provide reasonable accommodation unless it would cause an undue hardship.
4. An employer does not have to make an accommodation for an individual who is not otherwise qualified for a position.
5. Generally, it is the obligation of an individual with a disability to request a reasonable accommodation.
6. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, he/she may not be qualified for the job.

7. If the cost of an accommodation would impose an undue hardship on the employer, the individual with a disability should be given the option of providing the accommodation or paying that portion of the cost, which would constitute an undue hardship.

C. *Examples*

1. making facilities readily accessible to and usable by an individual with a disability;
2. restructuring a job by reallocating or redistributing marginal job functions;
3. altering when or how an essential job function is performed;
4. part-time or modified work schedules;
5. obtaining or modifying equipment or devices;
6. modifying examinations, training materials or policies;
7. providing qualified readers and interpreters;
8. reassignment to a vacant position;
9. permitting use of accrued paid leave or unpaid leave for necessary treatment;
10. providing reserved parking for a person with a mobility impairment; and
11. allowing an employee to provide equipment or devices that an employer is not required to provide.

The examples of reasonable accommodation do not cover the full range of accommodations because each request for accommodation must be determined on an individual basis. However, a reasonable accommodation must take into consideration the specific abilities and functional limitations of the individual and the specific functional requirement of a particular job.

D. *Exceptions*

1. personal accommodations, such as wheel chairs or hearing aids;
2. superfluous accommodations, such as providing a chauffeur rather than cab fare for a blind employee whose position requires traveling; and
3. unreasonable accommodations such as hiring two full-time employees to fill one position.

E. *An Employee's Responsibilities*

A disabled applicant or employee seeking an accommodation must apprise the employer of the existence of his or her disability and submit medical documents if requested. The disabled person must also cooperate in the discussion of various accommodations.

Generally, the disabled employee must request an accommodation to be eligible for one. However, when an employee's need for accommodation is obvious, an employer must consider accommodation even if no request arises.

F. *Employer Assistance*

The following organizations can assist employers in identifying possible accommodation:

1. Abledata
2. Advocacy agencies representing disabled persons
3. Association for Retarded Citizens
4. Chicago Lighthouse for the Blind
5. Department of Employment Security
6. Department of Human Rights
7. Department of Human Services
8. Federal agencies enforcing Section 503 and Section 504 of the Rehabilitation Act of 1973
9. Job Accommodation Network (JAN)
10. Illinois Department on Aging
11. Secretary of State
12. Sheltered workshops
13. Centers for Independent Living
14. United Cerebral Palsy
15. Veterans Administration
16. Vocational Rehabilitation Agencies

PHYSICAL ACCESS AUDIT

The Illinois Department of Transportation (IDOT) offers programs, activities, and/or services to the public from sixty-one (61) different facilities throughout the state of Illinois. IDOT's central office, located at the Harry R. Hanley Building (Hanley Building), has undergone major modifications of the front walkway to bring the facility within ADA compliance. The main entry-way grade was changed to 5% or less along with a resting area halfway up to the primary walkway. The curb cuts at either end of the lot adjacent to the disabled parking area(s). They have been modified along with new walkways leading from disabled spaces linking up with the primary walkway. In addition, disabled parking spaces have been increased to meet minimum standards.

Finally, striping has been completed in the interior stairwells of the Hanley Building to bring IDOT into compliance for persons with low-vision. Appropriate signage has been placed in the main lobby and basement area to inform the public of the location of telecommunication devices for the deaf.

IDOT uses the Illinois Department of Human Rights' Disability Survey Form to identify the need for emergency evacuation. When such need is identified, IDOT provides assistance as indicated.

PROCEDURE BARRIER NARRATIVE

A. Nondiscrimination in all Employment Practices

Illinois State Law requires that any employment criteria established by the agency to screen applicants should be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine if they are job related. If such criteria are not job related, they will be eliminated. Job descriptions will be reviewed before interviews are held to identify essential job duties.

B. The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against a qualified individual with a disability on the basis of disability in the following employment practices:

1. recruitment, advertising, and job application procedures;
2. hire, upgrade, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehire;
3. rates of pay or any other form of compensation and changes in compensation;
4. job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
5. leaves of absence, sick leave or any other leave;
6. fringe benefits available by virtue of employment whether or not administered by the covered entity;
7. selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
8. activities sponsored by a covered entity including social and recreational programs; and
9. any other term, condition or privilege of employment.

C. Definition

Within the ADA of 1990, disability is defined as:

A physical or mental impairment that substantially limits one or more of the individual's major life activities.

1. These include, but are not limited to the following:
 - a. physiologic disorders or conditions, cosmetic disfigurement or anatomical loss affecting these body systems: special sense organs, respiratory and speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic/lymphatic, skin/endocrine;
 - b. any mental/psychological disorder such as mental retardation, organic brain syndrome, emotional/mental illness and specific learning disabilities; and
 - c. orthopedic, visual, speech, hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, MS, HIV+, cancer, heart disease, diabetes, drug addiction and alcoholism.
2. Disability does not include the following:
 - a. transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders;
 - b. compulsive gambling, kleptomania or pyromania;
 - c. psychoactive substance use disorders resulting from current illegal use of drugs; and
 - d. homosexuality and bisexuality--these are not impairments and so are not disabilities as defined in this part.
3. A qualified individual is defined as an individual who:
 - a. has a physical or mental impairment which substantially limits one or more major life activities;
 - b. has a record of an impairment;
 - c. is regarded as having such impairment;
 - d. is associated with a disabled individual; and
 - e. has the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who with or without reasonable accommodation, can perform the essential functions of such position.
4. These essential functions of the position are defined as the fundamental job duties of the employment position. Consider the following factors when determining essential functions:
 - a. whether the position exists to perform a particular function;
 - b. whether there are a number of other employees available to perform the job function; and

- c. whether there is a degree of expertise or skill required to perform the function.

D. Pre-Employment Inquiries -- Permissible v. Impermissible

The ADA prohibits an employer from making any pre-employment inquiries regarding an applicant's physical or mental disability.

According to the ADA, employers may ask about an applicant's ability to perform both essential and marginal job functions. However, employers may not refuse to hire an applicant with a disability because the applicant's disability prevents him or her from performing marginal functions.

1. Permissible Inquiries

- a. Employers may describe or demonstrate the job function and ask if the applicant can perform that function with or without reasonable accommodation.
- b. Employers may ask whether the applicant has a driver's license if driving is a job function but may not ask whether the applicant has a visual disability.
- c. Employers may also ask an applicant (including one with a known disability) to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions. Generally, this must be asked of all applicants. If an applicant has a known disability that may interfere with the performance of a job-related function, then you can ask only that applicant about reasonable accommodation.

2. Impermissible Inquiries

- a. Employers may not use an application form that lists potentially disabling impairments and ask the applicant to check any of those which he/she may have.
- b. Employers may not ask how often individuals will require leave for treatment or use leave as a result of incapacitation because of their disability.
- c. Employers may not ask about an applicant's prior workers' compensation history.
- d. Employers may not ask if an individual has any disabilities or impairments which may affect their performance on the job.
- e. Employers may not ask information about the types of medication an individual is taking.

E. Pre-Employment Physical Examinations

1. Under the ADA, pre-employment medical examinations may only be given after a conditional offer of employment has been made to a particular individual. An employer can condition ultimate employment on successfully passing that exam.
2. Post-offer medical exams must be given to all offerees in the same job category as the applicant in question without regard to whether individuals have or do not have a disability.
3. Physical agility tests are not medical exams and can be given at any time in the employment process if all applicants for the position are required to take the exam.
4. Pre-employment drug screens are not medical exams and thus can be given at an earlier stage in the screening process. However, tests for use of drugs, alcohol, AIDS, etc. must meet the above requirements.
5. The ADA imposes strict record keeping and confidentiality requirements. Medical examination records must be kept separate from the personnel file and access is limited to the following:
 - a. supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
 - b. first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
 - c. government officials investigating compliance with this Act shall be provided relevant information on request.

Note that employers may submit information to state workers' compensation offices and second injury funds in accordance with state workers' compensation laws.

If an employer withdraws an offer of employment because of the medical examination, either the exclusionary criteria must not screen out individuals with disabilities, or they must also demonstrate that there is no reasonable accommodation that would permit the individual to perform the essential functions of the job.

F. ADA Amendments Act of 2009

On June 25, 2008, the United States House of Representatives overwhelmingly passed the ADA Amendments Act of 2009. This bill, formerly known as the ADA Restoration Act, is an important piece of legislation that disability advocates have been pushing Congress to pass for many years. This is due to the narrowing of the protections that Congress intended to give people with disabilities when they passed the ADA of 1990.

Over the years since the ADA was passed, court rulings have found that if a person's physical impairment only substantially limited his or her ability to work and not another

major life activity identified in the ADA the person did not qualify as being disabled. The Supreme Court ruled that “mitigating measures” which lessen the severity of an impairment – such as eyeglasses for a person with a visual impairment – must be taken into consideration when determining if an individual has a disability. This narrowing of protections for people with disabilities is not what Congress intended when the original ADA was enacted and this is what the ADA Amendments Act will undo.

The main purpose of the ADA Amendments Act is to provide a “clear and comprehensive national mandate for the elimination of discrimination” by reinstating the broad protections Congress intended to be available under the ADA. Other purposes of the ADA include rejecting the requirement that mitigating measures must be considered when deciding whether an impairment substantially limits a major life activity and reinstating a broad view of the “regarded as” portion of the definition of disability.

The “regarded as” definition of disability is very convoluted but will give an example to help illustrate who protects it. A good example is a person of short stature who an employer thinks is incapable of performing a job such as filing in tall cabinets due solely to the person’s short stature.

If that person can show that an employer discriminated against him or her on that basis, he or she will be able to meet the definition of a person with a disability regardless of whether or not his or her ability to perform the essential functions of the job are impaired by his or her short stature.

Disability Survey Form

The most current disability survey form can be found on the Illinois Department of Human Rights' (DHR) website at: www.illinois.gov/dhr. On the right side of the DHR home page under agency features, please go to State Agency Liaison Unit. On the Liaison unit's link, please go to "Other EEO/AA Report Forms" and then to "disability forms."

The purpose of the survey is twofold; 1) For Affirmative Action purposes, to give employees an opportunity to identify whether they have disabilities, and 2) to determine whether emergency evacuation assistance is needed. Safety personnel will be provided with the names of employees needing evacuation assistance.

The Disability Survey is intended for full-time state employees only. Contractors, temporary employees, emergency hires, retirees working up to 75 days and all others who are not eligible for Group Insurance are not included and do not have access to take this survey.

The State keeps track of the number of employees with work disabilities who choose to voluntarily disclose this information to comply with the affirmative action requirements in the Human Rights Act. To that end, the state has developed a brief survey. You are invited to respond to this questionnaire. All information provided is voluntary, however you must click the "Submit Survey" button to send your answers to the State of Illinois or click the "Skip Survey" button to indicate receipt and acknowledge that you elect not to participate in the survey. Refusal to provide disability-related information will not subject you to any adverse treatment. Any information provided will be accorded confidentiality and will be used in compliance with state and federal Equal Opportunity Non-Discrimination laws.

The State of Illinois-Disability Hiring Form can be found in the Appendix.

PROCEDURES FOR A REASONABLE ACCOMMODATION REQUEST

The following procedures have been developed to serve as an action plan for complying with the Americans with Disabilities Act (ADA) to process reasonable accommodation requests from employees:

1. The employee shall submit a completed Reasonable Accommodation Request form to his or her immediate supervisor. If it is within the supervisor's authority to grant the accommodation request and he or she believes it to be a reasonable request, the supervisor may do so. Please submit a summary of the request providing details about the nature, cost, and resolution of the accommodation to Carlos Ramirez, the Bureau Chief of Civil Rights. A copy of the request, if in writing, should also be forwarded. Mr. Ramirez can be contacted at Carlos.Ramirez@illinois.gov, or 312-793-1443.
2. If the requested accommodation is not one that is within the supervisor's authority to grant, the supervisor should consult the ADA Coordinator. A copy of the request should be forwarded to the ADA Coordinator for resolution. The employee should retain a copy of the request form in his or her files.
3. If requested by management, the employee shall submit medical documentation to support the need for an accommodation.
4. If the appropriate medical documentation and all other necessary documentation have been submitted, the Bureau of Civil Rights (BCR) shall inform the employee, in writing within 35 working days of receipt of the completed request form, of the decision to grant or deny the request.
5. If the accommodation is granted, the employee shall be apprised in writing of the status of the purchase or implementation of the request.
6. If approved, accommodation requests shall be implemented within six months of receipt of the request, barring any extenuating circumstances.
7. If the accommodation request is denied at the ADA Coordinator's level, the employee has the right to appeal the decision within ten (10) days to the Civil Rights Committee (CRC).
8. If the employee appeals the decision of the ADA Coordinator, the CRC shall review all aspects of the request, including but not limited to, the need for accommodation, the resulting job enhancement, cost, medical documentation and doctor's recommendation. After a complete review of the matter, the CRC shall, within 35 working days of the appeal request, notify the employee of its decision.

9. If the accommodation appeal request is denied by the CRC, the employee may appeal to the Secretary or his/her designee. The Secretary's decision shall be final.
10. An employee who has been denied an accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also file a complaint with the U.S. Equal Employment Opportunity Commission within 300 days of the denial of the request.
11. Any action taken on a reasonable accommodation request should be documented and shall be retained for one year following final action in the matter.



Accommodation Request

The Department's Affirmative Action Plan indicates the Illinois Department of Transportation's intention to provide reasonable accommodation to any employee with a qualified disability. In order to ascertain the nature of the accommodation, attach medical documentation that clarifies your disability and submit it along with this form to the Department's ADA Resource Information Coordinator and the Civil Rights Office. You will be contacted to discuss your request.

- 1. Name _____
- 2. Job Title and Division _____
- 3. Supervisor _____
- 4. Nature and Severity of Disability _____

5. Type of Accommodation Sought _____

- | | |
|---|---|
| _____ Structural Modification of the Facility | _____ Work Schedule Modification |
| _____ Job Restructuring | _____ Reader or Interpreter Service |
| _____ Acquisition/Modification of Equipment | _____ Reassignment to vacant position for which employee is qualified |
| _____ Other (specify) _____ | _____ Flexible Leave Policy |

6. Explain in what way your disability affects your capacity to: a) perform the job in question; b) make use of the employer facility; or c) attend or benefit from an employer-sponsored training program. State specifically the kind of accommodation you need.

7. I certify that all information is accurate to the best of my knowledge.

_____	_____
Employee's Signature	Date
_____	_____
Supervisor's Signature	Date
_____	_____
Civil Rights Officer	Date
_____	_____
ADA District/Division Coordinator	Date
_____	_____
ADA Information Resource Coordinator	Date

Approved _____ Disapproved _____

8. Explanation _____



**State of Illinois
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 adjustment 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. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations for Learning Disabled Applicant
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment 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's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
------------	-------

Accommodation Request Procedures for Applicants

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

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. 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 their agencies.

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 agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer 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 interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer 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 official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency 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 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.



**Americans with Disabilities Act (ADA)
Applicants and Employees
Complaint Form - Title I**

For employees and/or applicants with employment issues, please contact the Illinois Department of Transportation by phone at (217) 782-2762 or print and complete this form, sign, and mail to:

Illinois Department of Transportation
Bureau of Civil Rights
Attn: ADA Coordinator
2300 South Dirksen Parkway, Room 317
Springfield, Illinois 62764

or e-mail form as an attachment to dot.ada.complaint@illinois.gov

SECTION I

Complainant Name (or Third Party):	Address:	Apt. #:
City:	State:	Zip:
Phone #:	E-mail Address:	

SECTION II

Person(s) group that is being discriminated against (if other than the Complainant)

Name:	Address:	Apt. #:
City:	State:	Zip:
Phone #:	E-mail Address:	

SECTION III

Who discriminated against you (treated you differently, harassed you, or failed to accommodate you)?

When did the discrimination occur? Date(s):

Place where the discrimination occurred:

SECTION IV

Please describe in detail the nature of the complaint (include all parties that were involved): Use additional page(s) if required and attach any documents you believe support your complaint.

Please sign the complaint form in the space below.

Complainant's Signature:

Date:



**Americans With Disabilities Act (ADA)
Accessibility Complaint Form – Title II**

To submit an accessibility concern or complaint to the Illinois Department of Transportation, please print and complete this form, sign and mail to:

Illinois Department of Transportation
Bureau of Design and Environment
Attn: ADA Policy Engineer
2300 South Dirksen Parkway, Room 330
Springfield, Illinois 62764

or e-mail form as an attachment to dot.ada.complaint@illinois.gov

SECTION I

Complainant Name (or Third Party):	Address:	Apt. #:
City:	State:	Zip:
Phone #:	E-mail Address:	

SECTION II

When did the discrimination incident occur? Date(s):

Place where the discrimination occurred (Please include city, roadway name, intersection (if applicable), facility name and/or location if other than a roadway, i.e. rest area, pedestrian bridge, etc.):

Please describe in detail the nature of the complaint (include all parties that were involved): **Use additional page(s) if required and attach any documents you believe support your complaint.**

SECTION III

Has this complaint been filed with another private, federal, state, local agency, or legal entity? Yes No

If yes, please provide details below:

Complainant's Signature: _____ **Date:** _____

Section Six

Laws



Bernice Sandler
(1928 - Present)
Women's Rights Activist, "Godmother of Title IX"

Bernice (Bunny) Sandler is a women's rights activist, best known for her groundbreaking work fighting sexual harassment and discrimination on college campuses. Labeled the "Godmother of Title IX," Sandler both led efforts for the legislation's enactment and became a national expert on the law's implementation.



Nadine Smith
(1965 - Present)
LGBT Civil Rights Activist
and Executive Director of Equality Florida

Nadine Smith is a national leader in LGBT rights activism. She is executive Director of Equality Florida and was executive director of its predecessor organization, the Human Rights Task Force. As a lobbyist, activist, and leader Smith works tirelessly to improve the lives of Lesbian, Gay, bisexual, and Transgender Americans.

APPLICABLE EQUAL EMPLOYMENT OPPORTUNITY LAWS

The federal and state Equal Employment Opportunity (EEO) laws, rules and regulations that affect the Illinois Department of Transportation (IDOT) are identified. When there is a discrepancy between federal law and state or local law; federal law supersedes the latter unless state or local law is more stringent.

A. FEDERAL LAWS:

1. **The Equal Pay Act (EPA) of 1963, 29 U.S.C. § 206(d)**, prohibits discrimination based on sex in the payment of wages by employers. The EPA protects both men and women. It also protects administrative, professional and executive employees who are exempt under the Fair Labor Standards Act. Although it was passed as part of the Fair Labor Standards Act, it is given to the EEO Commission (EEOC) to enforce along with Title VII violations, but its coverage extend to employers with only two employees. Exceptions to the equal pay standard are allowed for (1) seniority systems; (2) merit systems; (3) incentive systems; and (4) factors other than sex. However, where illegal inequality is found, it may not be remedied by a reduction in the wages of the higher paid sex.
2. **The Civil Rights Act of 1964 (42 U.S.C. § 2000d-h)**, prohibits discrimination in employment based on race, color, national origin as well as religion and/or sex (but not including age or physical disability discrimination). This title applies to all employers, employment agencies, apprenticeship programs and labor unions whose activities affect interstate commerce, including state and local governments and including Americans working abroad for United States-based employers. Employer must have 15 or more employees for each working day of 20 or more weeks in the current or prior year to apply this title.
3. **Title VI of the Civil Rights Act of 1964**, prohibits discrimination by government agencies that receive federal funds. If an agency is found in violation of Title VI, that agency may lose its federal funding. No person in the United States shall be excluded from participation in or otherwise discriminated against on the grounds of race, color, or national origin under any program or activity receiving federal financial assistance.
4. **Title VII of the Civil Rights Act of 1964**, prohibits discrimination by covered employers based on race, color, religion, sex or national origin. Title VII applies to and covers an employer "who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year." The Act does not apply to employers with 14 employees or less. Title VII also prohibits discrimination against an individual because of his or her association with another individual of a particular race, color, religion, sex, or national origin.
5. **The Age Discrimination in Employment Act of 1967 (ADEA) (29 U.S.C. § 621)**, prohibits discrimination based on age against employees or job applicants over the age of 40 years of age or older in the United States. The ADEA covers employers who have 20 or more employees for 20 weeks in a year, labor unions with 25 or more members, and employment agencies. In 1974, it was amended to include state and local governments. Under the ADEA, it is unlawful to discriminate in hiring, firing or classifying of employees or job applicants, also unlawful is bias in want ads and referrals. The ADEA was

amended in 1978 to expand the outer coverage from age 65 to 70, and amended again in 1986 to eliminate the outer age limit altogether.

6. **Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.,** prohibits discrimination based on disability for entities receiving federal financial assistance. Section 504 states (in part): No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.
7. **The Pregnancy Discrimination Act of 1978 (42 U.S.C. § 2000e (k)),** prohibits discrimination based on pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII, which covers employers with 15 or more employees, including state and local governments. Title VII also applies to employment agencies and to labor organizations, as well as to the federal government. Women who are pregnant or affected by related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations. This Act is an amendment to Title VII of the Civil Rights Act of 1964.
8. **The Vietnam Era Veterans' Readjustment Assistance Act of 1974, (38 U.S.C. § 4212),** is an Act of Congress in reference to Vietnam era veterans, disabled veterans, and any veterans who served active duty time during a war event that qualifies for a campaign badge. The law requires that employers with federal contracts or subcontracts of \$25,000 or more provide equal opportunity and affirmative action for Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
9. **The Civil Rights Act of 1991 (42 U.S.C. § 1981 to § 1983),** amends Title VII by adding two new sections: "(b) For the purposes of this section, the term 'make and enforce contracts' includes the making, performance, modification, and termination of contracts, and the enjoyment of all benefits, privileges, terms, and conditions of the contractual relationship (c) The rights protected by this section are protected against impairment by non-governmental discrimination and impairment under color of state law."
10. **Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. § 12101 et seq.),** prohibits discrimination against persons with disabilities in private employment, public accommodations, transportation, state and local government services, and telecommunications. It covers employers in industries affecting commerce that have 15 or more employees for each working day in each of 20 or more calendar weeks in the preceding calendar year. The employment title of the law (Title I) prohibits employers from discriminating against a "qualified individual with a disability" regarding job applications, hiring, advancement, discharge, compensation, training, or other job-related privileges. In addition, employers are required to make any reasonable accommodation for such persons provided no "undue hardship" is imposed.
11. **Americans with Disabilities Act Amendments of 2008 (ADAA),** the ADAA made changes to the definition of the term "disability," clarifying and broadening

that definition and; therefore, the number and types of persons who are protected under the ADA and other federal disability nondiscrimination laws.

12. **The Family and Medical Leave Act of 1993 (FMLA) (29 U.S.C. §§ 2601-2654)**, was enacted to accommodate the need for a more flexible workplace and to protect employees from discharge when they must take leave for a serious illness that renders the employee unable to perform the functions of his or her position. Or, the employee must care for a close family member, or for the birth, adoption or placement of a child.
13. **Executive Order 11246**, prohibits any entity with federal government contracts that total \$10,000 or more in a 12-month period, from discriminating in employment based on race, color, religion, sex or national origin.
14. **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 United States Department of Labor, Veterans Employment and Training Service (VETS) are authorized to investigate and resolve complaints of USERRA violations.
15. **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.
16. **Equal Employment Opportunity Act of 1972**, is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. In the case of public employment, the EEOC refers the matter to the United States Attorney General to bring the lawsuit. The Act also gives the right to an individual to take a complaint directly to a court of law.

B. ILLINOIS STATE LAWS:

1. **Illinois Human Rights Act, 775 ILCS 5/1-101**, 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.

2. **The State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/15-5 et. seq.**, 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.
3. **The Illinois Equal Pay Act of 2003, 820 ILCS 112/1**, 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.
4. **The Illinois Civil Rights Act of 2003, 740 ILC 23/5**, prohibits state, county, or local government in Illinois from discrimination by (1) excluding a person from participation in, deny a person the benefits of, or subject 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

Reporting and Record Keeping



Dorothy C Stratton

(1899-2006)

**WWII Director of the SPARS (Coast Guard Women's Reserve),
First full-time Dean of Women at Purdue University, and
Executive Director of the Girl Scouts of the USA**

Dorothy C. Stratton was a trailblazer throughout her career, but is perhaps best known for being Director of SPARS, the United States Coast Guard Women's Reserve during World War II. Prior to joining the military, Stratton was Purdue University's first full-time Dean of Women (1933 -1942). She greatly expanded the female curriculum beyond Home Economics and female enrollment at Purdue nearly tripled. She was still Dean of Women until she took a leave of Absence in 1942 for WWII.



Betty Mae 'Pa-Tuth-Kee' Tiger Jumper

(1922-2011)

**First woman elected Chairperson of the Seminole Tribe
becoming the first female 'Tribal Chief' in North America**

Betty Mae Tiger Jumper was a Seminole woman who worked her entire life to better the livelihood and commemorate the traditions of her tribe. During her long career she became the first woman to be elected Chief of a federally recognized tribe, integrated modern medicine into the community, and insured the endurance of the traditions and oral history of the Seminole Tribe through the publication of two books and the creation of the Seminole Indian News.

REPORTING and RECORD-KEEPING

Explanation of the Hiring and Promotion Monitor and Exit Questionnaire

Hiring and Promotion Monitor

Section 2520.770 (h) of the Illinois Department of Human Rights (IDHR) Rules and Regulations requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: “No hire or promotion commitment shall be made until the agency Equal Employment Opportunity (EEO) Officer or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the Secretary or designee shall sign and date the monitor, indicating approval. The Department of Central Management Services shall not complete any hire or promotion transaction if it has not received the approved monitor.”

Exit Questionnaire

Each state entity shall provide an exit questionnaire according to Section 2520.770 (i) of IDHR's Rules.

- The employee has the option of completing the form. The EEO/Affirmative Action Officer may obtain better cooperation in the exit interview process if he or she conducts an oral interview on the last day or encloses a self-addressed envelope marked confidential with the exit questionnaire form.
- The answers are confidential, will not be used against the employee, will not be available for reasons of prospective employment and will not be made a part of the employee's personnel file.
- The form will be maintained in a separate file by the EEO Officer for possible review by IDHR, or upon occasion, federal authorities.

Affirmative Action Plan - 2016
HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____ E-Par Number: _____
 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)]

PROMOTION MONITOR

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

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 the race and sex of person promoted:

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	_____	_____	_____
Disabled	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category?

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?

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 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)]



INTRODUCTION

The Equal Employment Opportunity (EEO) Statistics on the Interview Rating Sheet represents the number of protected class group members employed by an office, division or district within a particular EEO job category. The monitoring of EEO job categories as established by the U.S. Equal Employment Opportunity Commission is accomplished through the use of the following categories: Official/ Administrator, Professional, Technician, Para-Professional, Protective Services, Office/Clerical, Skilled Craft and Service Maintenance (attached are the job titles by the EEO Commission job categories for Technical and Code Employees).

The Illinois Department of Human Rights has determined that African Americans, Hispanics, Females, Asian/Pacific Islanders, Disabled Individuals and Native Americans/Alaskan Natives are underrepresented in the workforce of Illinois government. Consequently, the department has been mandated to monitor and report its progress in achieving employment parity among all IDOT Personnel. To that end, the Interview Rating Sheet and the Candidate Evaluation Form must be utilized when hiring or promoting personnel through the competitive interview process.

Located on each of the required EEO Reports is a variety of information needed to enhance the competitive interview process.

Upon receipt of the Interview Rating Sheet note the heading "Underutilized" and if a "YES" or "NO" is located in the spaces below it. A "YES" means that the hiring bureau is considered deficient and should exercise increased scrutiny when reviewing protected class applicants during the actual interview process and prior to final candidate selection. A "NO" means the hiring bureau is in compliance with target levels of protected class members for this specific job category in the hiring bureau. Still a level of scrutiny should be exercised when reviewing protected class applicants during the interview process.

The heading "Current Utilization" is reduced further by two subheadings: "Bureau," which represents the hiring bureau and "Office/Division/District," which represents where the hiring bureau is located within the department. The numbers found in these spaces reflect the number of protected class group members that are employed as full-time permanent employees of the hiring Bureau and in the office/division/district within the EEO job category listed.

The headings "Quarterly Target" and "Annual Target" are also made up of two subheadings, "Bureau" and "Central Office/ District." The numbers located in these spaces reflect the number of protected class group members needed to meet the quarterly and annual targets or goals for the hiring bureau and organizational entity within the listed EEO job category. Parity ("P") means that protective class group members employed in the hiring Bureau equal the rate of protected class group members in the labor market for the listed EEO job category.

A manager in the hiring bureau should not only review its bureau's hiring status for protected class groups, but should also discuss the overall EEO employment picture with respect to its office, division or district with his/her immediate supervisor. Parity in and of itself does not necessarily remove the responsibility of a manager to continue to strive to achieve Affirmative Action throughout all phases of the department.

Note: Please be advised that if under representation is present in any area of the department, special emphasis must be made to overcome this for protected class groups.

GENERAL

The Bureau of Civil Rights shall enter the figures for the bureau's current utilization and the bureau's EEO/Affirmative Action goal on the Interview Rating Sheet and send them to the originating office. The Civil Rights Office will also indicate the position title, EEO job category, where the position is located and whether or not the hiring bureau is under utilizing African Americans, Hispanics, Females, Asian/Pacific Islander, Disabled Individuals or Native American/Alaskan Natives, prior to forwarding to the hiring official. The originating office should then make copies of the Interview Rating Sheets for all members of the interview team. Thus, the Civil Rights Office will be the only office which maintains a supply of this form.

Once the interviews are concluded and a selection has been made, the Interview Rating Sheet from each interviewer are to be forwarded to the Bureau of Civil Rights for review. No appointments shall be made until the selection has been reviewed by the Bureau Chief of Civil Rights.

CANDIDATE EVALUATION FORM

One designated person from the originating office who is on the interview team must:

1. Enter the name, race, sex and social security number of the person interviewed and the office/division/district, bureau, position title and position number.
2. Enter the hiring criteria for each rated area.
3. Indicate whether the candidate was selected by circling either "selection" or "non-selection."
4. Enter a clear and concise reason for selection or non-selection in the space provided.

Note: Non-definitive explanations of reasons for selection or non-selection will not be accepted by this office and the forms will be returned to the appropriate hiring officials for correction. Comments should accurately assess each candidate's overall ability to perform the mandates of the position based upon the position description and the specific skills and knowledge required to successfully perform. For example, comments such as "lacks technical knowledge and/or experience," "not as well-qualified as the candidate selected," "poor communication skills," "lacks problem solving abilities," will not be accepted. Comments should contain definitive explanations in each area rated, such as listing the specific strengths and weaknesses of each candidate, i.e. "candidate possesses strong oral communication skills, but is deficient in his/her writing skills," "candidate does not possess the math skills needed for this position."

INTERVIEW RATING SHEET

1. One designated person from the originating office must enter the predetermined areas to be evaluated or rated in the column entitled "Rated Areas" and the weight of each area under "Value." The "Rated Areas" and "Value" are defined prior to the interview. In addition, indicate the name of each person to be interviewed.
2. During the interview process, each interviewer will rate each candidate on the predetermined areas, record the ratings under the candidate's name corresponding with the area being rated and total the values.
3. Each interviewer must sign his/her "Interview Rating Sheet."



Interview Rating Sheet

Office/Division/District/Bureau _____ Title: _____ IPR No.: _____

Interview Dates: _____ EEO Job Category: _____ Interviewer's Signature: _____

	Under-utilized	Current Utilization		Quarterly Target		Annual Target	
	Yes/No	Bureau	Off./Div./Dst.	Bureau	Off./Div./Dst.	Bureau	Off./Div./Dst.
Female	_____	_____	_____	_____	_____	_____	_____
African American	_____	_____	_____	_____	_____	_____	_____
Hispanic	_____	_____	_____	_____	_____	_____	_____
Disabled	_____	_____	_____	_____	_____	_____	_____
Asian/Pacific Islander	_____	_____	_____	_____	_____	_____	_____
Native American/Alaskan Native	_____	_____	_____	_____	_____	_____	_____

Rated Areas

	Name	Date of Interview	Time of Interview						
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									

Affirmative Action Plan - 2016

I	Name	Date of Interview	Time of Interview						
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									



IPR #	Date		
Candidate Name	Social Security No.		
Office/Division/District	Bureau		
Position Title	Position Number		
<p>*In using the Candidate Evaluation Form: (a) Prior to the interview, complete the "Hiring Criteria" and "Percent Weight" sections of the form; (b) Following the interview, use the "Comments" space to indicate experience or qualifications the candidate possesses related to each hiring criteria; (c) Average the "Points" from the interview questionnaire for each hiring criteria or indicate a numerical "Rating" for each hiring criteria; (d) Calculate the "Weighted Score" for each hiring criteria by multiplying the Percent Weight" by the "Points/Rating"; and (e) Calculate the "Overall Score" by summing the Weighted Scores" for each of the hiring criteria.</p>			
	Percent Weight	PTS RTG	WTD Score
Hiring Criteria			
Comments			
Hiring Criteria			
Comments			
Hiring Criteria			
Comments			

NAME:

		Percent Weight	PTS RTG	WTD Score
Hiring Criteria				
Comments				
Hiring Criteria				
Comments				
Hiring Criteria				
Comments				
Affidavit: "I certify that the hiring criteria and interview questions related to this employment decision were developed prior to initiating the candidate interview process. Furthermore, I certify that political party affiliation, support or lack thereof were not discussed or considered at any point in the interview process."				
Interviewing Officer(s) (Typed)			Overall Score	
Interviewing Officer(s) Signature(s)		Title(s)	Date	



Illinois Department of Transportation

Office of Business & Workforce Diversity / Bureau of Civil Rights
2300 South Dirksen Parkway / Springfield, Illinois 62764

EXIT INTERVIEW LETTER

Dear (Former Employee):

Our records indicate that you recently separated from a position with the department. We appreciate your assistance in completing the enclosed questionnaire, which will give us a chance to share your opinions and perceptions of the department as an employer.

The department strives to provide a progressive and equitable salary program, meaningful employee training courses, and a management philosophy that will ensure a productive and positive working relationship between the employee and supervisor.

You are now in a unique position to let us know how we did in these areas. We value your opinion. Please take time to complete the enclosed questionnaire and return it to us as soon as possible. A pre-addressed, postage-paid, return envelope is enclosed for your convenience.

Please be assured that individual comments will be held in the strictest confidence.

Thank you for your important assistance.

Sincerely,

Carlos Ramirez
Chief, Bureau of Civil Rights

Enclosures



Exit Interview

Each employee is asked to complete this questionnaire upon separation from IDOT. The employee should place the completed questionnaire in the pre-addressed, postage envelope which is addressed to the Department's Bureau Chief of Civil Rights. The Bureau Chief will keep the questionnaire in a confidential file for possible review by the Illinois Department of Human Rights and/or federal authorities. The completed questionnaire will not be placed in the employees personnel file.

Please return completed questionnaire to: Bureau of Civil Rights, 2300 S. Dirksen Parkway, Room 317, Springfield, IL 62764

Name (Optional)		Title		Office/Division/District	
Bureau		Age	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Race
Date Hired	Separation Date	Starting Salary		Present Salary	
Reason for leaving? <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement					
Do you believe you have personally experienced any discrimination because of race, color, sex, age, national origin or disability? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you aware of instances where others have been discriminated against because of race, color, sex, age, national origin or disability? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please comment: _____					
Do you have a medical condition that could be considered a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, were all areas of your work environment accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever requested an accommodation due to your disability? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, was it granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Please provide comments: _____					
How do you rate your experience with the Department?					
The Job	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. The opportunity to use your abilities and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recognition for the work you did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The amount of responsibility you were given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your sense of accomplishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The training opportunities provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The promotional opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. IDOT as a place to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments about the job: _____					

Your Supervisors	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Your supervisor's awareness and understanding of your problems	<input type="checkbox"/>				
2. Your supervisor's interest in your career development	<input type="checkbox"/>				
3. Your supervisor's review of performance	<input type="checkbox"/>				
4. The opportunity to talk with your supervisor	<input type="checkbox"/>				
5. Your supervisor's overall performance	<input type="checkbox"/>				
Comments about your Supervisors: _____					
Policies and Procedures	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Promotional policies and procedures	<input type="checkbox"/>				
2. Overtime policies and procedures	<input type="checkbox"/>				
3. Performance review policies and procedures	<input type="checkbox"/>				
4. Labor relations, policies and practices	<input type="checkbox"/>				
5. EEO/AA policies and procedures	<input type="checkbox"/>				
6. Benefits	<input type="checkbox"/>				
7. Salary Plan	<input type="checkbox"/>				
8. Other (please specify)	<input type="checkbox"/>				
Comments on policy and procedure: _____					
Additional Comments:					
Employee's Signature (Optional)					Date

APPENDIX



Sister Mary Madonna Ashton, CSJ
(1923-Present)
Public Health Leader and
Minnesota Commissioner of Health

Mary Madonna Ashton, CSJ has an impressive Minnesota-based career in public and private service. She served as president and CEO of St. Mary's Hospital in Minneapolis, State Commissioner of Health under Governor Perpich, and founded St. Mary's Health Clinics.



Daisy Bates
(1912-1999)
Civil Rights Organizer,
Leader of the Little Rock School Integration

Daisy Gatson Bates was a journalist and Civil Rights activist who famously facilitated the 1957 integration of public schools in Little Rock, Arkansas. Growing up in southern Arkansas during the early 20th century, Bates experienced first hand the poor conditions and discrimination of the segregated school system. She spent her entire adult life standing up to physical threats and other forms of intimidation in order to champion causes of racial equality.

AFFIRMATIVE ACTION PLAN DEFINITIONS

For purposes of this report, the following definitions should be used:

Adverse Impact: A substantially different rate of selection in hiring, promotion, transfer, training or other employment decisions, which works to the disadvantage of members of an affected group.

Affirmative Action: Actions, policies, and procedures to which an employer commits itself that are designed to achieve equal employment opportunity. The Affirmative Action obligation includes: (1) thorough, systematic efforts to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible; and, (2) recruitment and outreach measures.

Availability: The “availability” of an affected class for a job group means their percentage among persons in the relevant labor area and/or internal feeder pools having the requisite qualifications (or, are capable of acquiring them) to perform in the positions of any job group. Availability figures are used in determining whether to find underutilization and, where a goal is established in determining the level of the goal.

Demotion: These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform work, if within the same agency.

Discharge: This occurs when an employee is terminated for cause.

Discrimination: A distinction in treatment, whether intentional or unintentional, based on political or religious opinion or affiliation, race, color, creed, national origin, marital status, gender, sexual preference, physical or mental handicap, age, or non-merit factor; except when sex, handicap, or age is a bona fide job requirement.

Downward Reallocation: These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

Equal Employment Opportunity: The opportunity to obtain employment, promotions, and other benefits of employment without discrimination because of race, color, religion, sex, marital status, sexual preference/orientation, national origin, age, physical, sensory or mental disability, or status.

Inter-Agency Transfer: These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities and salary range, in another division, section or other unit.

Lay Off: These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

New Hire: This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

Promotion: These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

Reduction: These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

Reemployment: These transactions occur when the certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

Reinstatement: These transactions occur when a former certified employee who resigned or was terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

Suspension: These transactions involve a temporary removal from payroll for disciplinary reasons.

Separation: These transactions involve an employee who voluntarily leaves state service.

Upward Reallocation: These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

Utilization Analysis: Utilization analysis is the comparison of the agency's actual employment of minorities and females identified by job group with their availability after the two factor analysis. Underutilization exists when the number of minorities and females employed within any job group is less than what would reasonably be expected by their availability.



Illinois Department of Transportation

Position Titles By EEOC Category

Officials/Administrators

Technical Position Title	Code Position Title
Chemist IV,V	Public Service Admin
Civil Engineer IV-X	Sr. Public Service Admin
Electrical Engineer V	
Engineering Tech. V	
Geologist IV	
Landscape Architect IV	
Operations Supervisor I-II	
Realty Specialist IV, V	
Technical Advisor VI, VII	
Technical Manager IV-X	
Urban Planner IV- VI	
Land Surveyor V	

Professional

Technical Position Title	Code Position Title
Aircraft Tech II	Accountant
Cartographer III	Accountant Advanced
Chemist I-III	Accountant Supervisor
Civil Engineer I-III	Acct. & Fiscal Adm Career Trn.
Civil Engineer Trainee	Admin Assistant I, II
Electrical Engineer I-IV	Aircraft Pilot II
Engineering Tech IV	Executive I, II
Geologist II, III	Flight Safety Coordinator
Landscape Architect II, III	Human Resources Specialist
Management Tech IV	Human Resources Rep.
Technical Manager II, III	Info Services Intern
Photogrammetrist III, IV	Info Systems Analyst I-III
Realty Specialist II, III	Info Systems Exec I, II
Technical Advisor III-V	Info Services Specialist I,II
Urban Planner II, III	Instrument Designer
Land Surveyor III-IV	Internal Auditor I
	Internal Auditor Trainee

Technician

Technical Position Title	Code Position Title
Aircraft Tech I	Aircraft Pilot I
Engineering Tech II, III	Account Tech I, II
Cartographer I, II	Account Tech Trainee
Geologist I	Aircraft Dispatcher
Landscape Architect I	Aircraft Lead Dispatcher
Management Tech II, III	Data Proc Admin Spec
Photogrammetrist I, II	Data Proc Technician
Realty Specialist I	Data Proc Specialist
Technical Advisor I, II	Human Resources Trainee
Technical Manager I	Hwy Const Supv I, II
Urban Planner I	Microfilm Lab Tech I,II
Oper Comm Spec I,II	Photographic Tech II, III
Land Surveyor I,II	Programmer II-IV
	Safety Resp Analyst
	Safety Resp Analyst Supv
	Supv Veh Test Comp Ofcr
	Vehicle Compliance Inspector

Protective Service

Technical Position Title	Code Position Title
[no protective service workers]	

Para Professional

Technical Position Title	Code Position Title
Engineering Tech I	Executive Secretary I-III
Management Tech I	Human Resources Assistant
Technician Trainee	Human Resources Associate
Oper. Comm Spec Trainee	Office Admin Specialist
	Office Administrator III-V
	Office Coordinator
	Office Specialist

Office/Clerical (All Code)

Position Title	Position Title
Account Clerk I, II	Office Aide
Comm Dispatcher	Office Assistant
Data Proc Assistant	Office Associate
Microfilm Operator I-III	Office Clerk
Office Administrator I, II	Office Occupations Trn
	Prop & Supply Clk I-III
	Repro Serv Tech I
	Switchboard Opr I-III
	Vehicle Permit Evaluator

Skilled Craft (All Code)

Position Title	Position Title
Auto and Body Repairer	Electrician
Automotive Attendant	Heavy Const Equip Opr
Automotive Mechanic	Hwy Const Equip Opr
Automotive Shop Supv	Painter
Aviation Parts Coord	Plumber
Bridge Mechanic	Power Shovel Opr Maint
Carpenter	Repro Serv Supv I, II
Carpenter Foreman	Sign Painter
Cement Finisher	Sign Shop Foreman
Construction Supv I, II	Stationary Engineer
	Repro Serv Tech II,III

Service Maintenance

Code Position Title	Code Position Title
Auto Mechanics Helper	Lock & Dam Tender
Auto Parts Warehouse I-III	Maintenance Equip Opr
Bridge Tender	Maintenance Worker Plant
Deck Hand	Maint Wrk
Ferry Operator I, II	Sign Hanger Foreman
Hwy Maintainer	Sign Painter Helper
Hwy Maint Lead Worker	Silk Screen Operator
Labor Maint Lead Worker	Storekeeper I-III
Laborer	Stores Clerk
Laborer Maintenance	

Technical Position Title
Line Technician I, II

EEO JOB CATEGORIES DEFINITIONS

1. **Officials and Administrators** -- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the Agency's operation, or provide specialized consultation on a regional, district or area basis. **Includes:** *department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.*
2. **Professionals** -- Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. **Includes:** *personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.*
3. **Technicians** -- Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. **Includes:** *computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.*
4. **Protective Service Workers** -- Occupations in which workers are entrusted with public safety, security and protection from destructive forces. **Includes:** *police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.*
5. **Paraprofessionals** -- Occupations in which workers perform some of the duties of a professional or technician in supportive roles, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** *library assistants, research assistants, medical aids, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.*
6. **Office and Clerical** -- Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** *bookkeepers, messengers, office machine operators, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.*
7. **Skilled Craft Workers** -- Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience through apprenticeship or other formal training programs. **Includes:** *mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.*

8. **Service Maintenance** -- Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. **Includes:** *chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers.*

State of Illinois – Disability Hiring Survey

Name: _____ Agency: _____ Date: _____ Last 4 of SSN: _____

The purposes of this survey are to collect affirmative action statistics and to identify emergency evacuation needs. Any information provided will be accorded confidentiality and will be used in compliance with state and federal Equal Opportunity Non-Discrimination laws. Information submitted in relation to emergency evacuation needs will be shared with safety personnel.

I. Do you have a disability as defined below?

- Yes
- No

II. If yes, identify which disability you have. Indicate as many as three.

- 1. Are you blind or do you have serious difficulty seeing even when wearing glasses?
- 2. Are you deaf or do you have serious difficulty hearing?
- 3. Do you have serious difficulty walking or climbing stairs?
- 4. Do you have difficulty dressing or bathing?
- 5. Due to a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering or making decisions?
- 6. Due to a physical, mental, or emotional condition, do you have difficulty doing errands such as visiting a doctor's office or shopping?
- 7. Other (Examples, Epilepsy, Heart Condition, Mental Illness, Multiple Sclerosis, Muscular Dystrophy)?
* If "Other" Please indicate: _____

III. Do you need assistance in the event of an emergency evacuation because of your disability?

- Yes
- No

Suggested Assistance: _____

Other Concerns: _____
(Visual, Auditory, Mobility, etc.)

Work County: _____

Work Address: _____

I acknowledge receipt of the Disability Survey and elect not to participate.

Employee Signature: _____

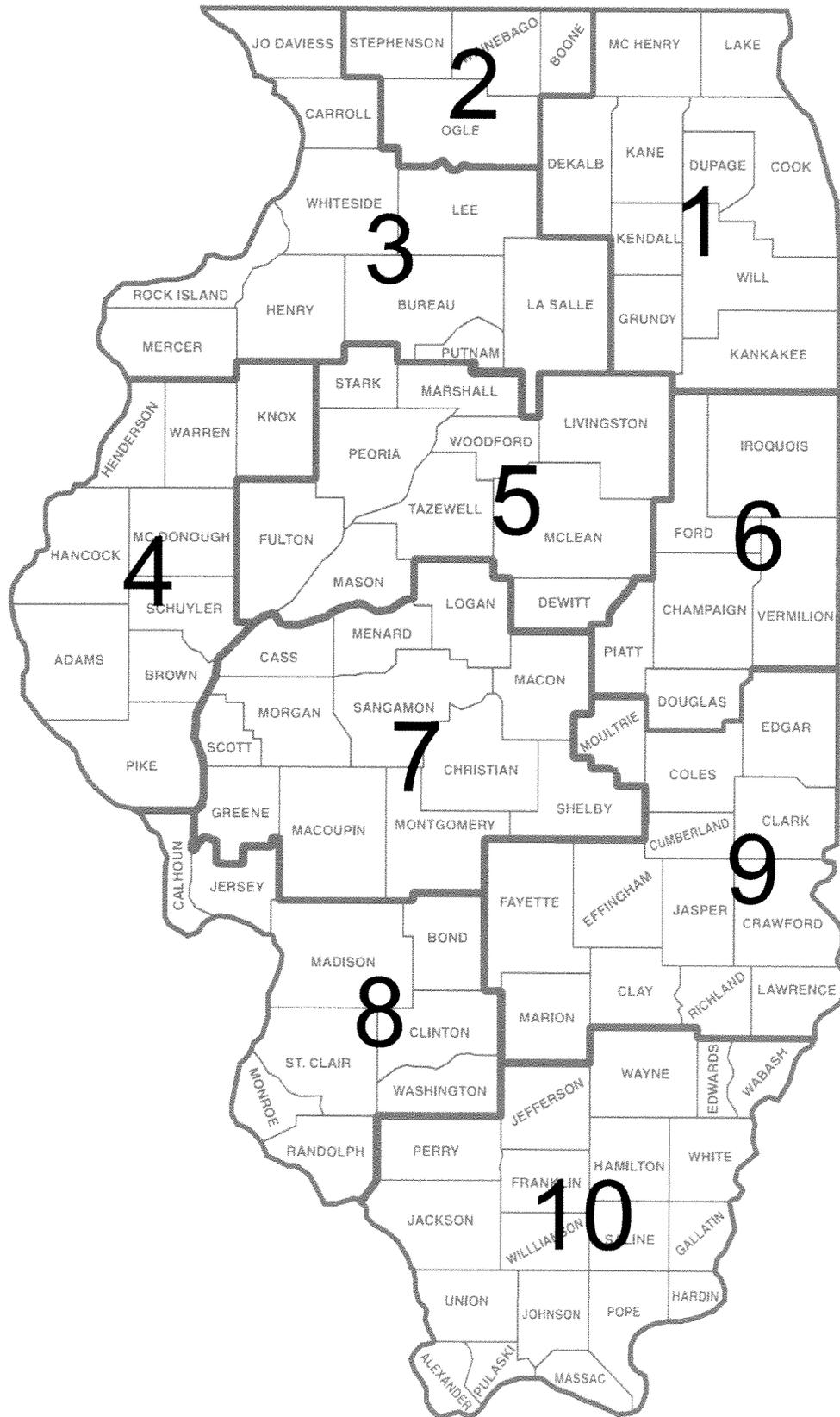
IDHR COUNTIES BY REGION

REGION 1	REGION 2	REGION 3	REGION 4
Cook DeKalb DuPage Grundy Kane Kankakee Kendall Lake McHenry Will	Boone Ogle Stephenson Winnebago	Bureau Carroll Henry Jo Daviess LaSalle Lee Mercer Putnam Rock Island Whiteside	Adams Brown Hancock Henderson Knox McDonough Pike Schuyler Warren

REGION 5	REGION 6	REGION 7	REGION 8
DeWitt Fulton Livingston Marshall Mason McLean Peoria Stark Tazewell Woodford	Champaign Douglas Ford Iroquois Piatt Vermilion	Cass Christian Greene Logan Macon Macoupin Menard Montgomery Morgan Sangamon Scott Shelby	Bond Calhoun Clinton Jersey Madison Monroe Randolph St. Clair Washington

REGION 9	REGION 10	
Clark Clay Coles Crawford Cumberland Edgar Effingham Fayette Jasper Lawrence Marion Moultrie Richland	Alexander Edwards Franklin Gallatin Hamilton Hardin Jackson Jefferson Johnson Massac	Perry Pope Pulaski Saline Union Wabash Wayne White Williamson

Illinois Department of Human Rights State Regional Map



ILLINOIS DEPARTMENT OF TRANSPORTATION REGION and DISTRICT BOUNDARIES

Region 1

John Fortmann

DISTRICT 1
201 WEST CENTER COURT
SCHAUMBURG, ILLINOIS 60196-1096
PHONE: 847/705-4000

Region 2

Paul Loete

DISTRICT 2
819 DEPOT AVENUE
DIXON, ILLINOIS 61021-3546
PHONE: 815/284-2271

DISTRICT 3
700 EAST NORRIS DRIVE
OTTAWA, ILLINOIS 61350-1628
PHONE: 815/434-6131

Region 3

Kensil Garnett

DISTRICT 4
401 MAIN STREET
PEORIA, ILLINOIS 61602-1111
PHONE: 309/671-3333

DISTRICT 5
13473 IL Hwy. 133
P. O. BOX 610
PARIS, ILLINOIS 61944-0610
PHONE: 217/465-4181

Region 4

Roger L. Driskell

DISTRICT 6
126 EAST ASH STREET
SPRINGFIELD, ILLINOIS 62704-4792
PHONE: 217/782-7301

DISTRICT 7
400 WEST WABASH
EFFINGHAM, ILLINOIS 62401-2699
PHONE: 217/342-3951

Region 5

Jeffrey Keirn

DISTRICT 8
1102 EASTPORT PLAZA DRIVE
COLLINSVILLE, ILLINOIS 62234-6198
PHONE: 618/346-3100

DISTRICT 9
STATE TRANSPORTATION BUILDING
P. O. BOX 100
CARBONDALE, ILLINOIS 62903-0100
PHONE: 618/549-2171

