

EEO Utilization Report

Organization Information

Name: Illinois Department Of Juvenile Justice

City: Springfield

State: IL

Zip: 62704

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

Pursuant to federal, state and local laws, the Illinois Department of Juvenile Justice is committed to maintaining a workforce that is free of unlawful discrimination, on the basis of race, color, national origin, gender, religion, disability, age, sexual orientation or preference, marital or family status, pregnancy, or political affiliation. The above policy extends to contractual staff or nonemployees who may enter the workplace. The agency's nondiscriminatory policy and procedures for filing, investigating and resolving complaints alleging unlawful employment discrimination is available in hard copy and posted on the agency's internal website.

The agency's equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels with the agency and to address underutilization in these groups. The state does provide a veterans preference in employment to those who are eligible under applicable statutes.

Step 4b: Narrative of Interpretation

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Step 5: Objectives and Steps

1. To encourage Caucasian males to apply for positions in the Job Categories of Officials/Administrators and Administrative Support.

- a. There were 17 white males employed in the Officials/Administrators category, resulting in a (-15%) under-utilization rate.

There were five white males employed in the Administrative Support category resulting in a (-11%) underutilization. Administrative Support workers are responsible for internal/external communication, recording and retrieval of data. This category is over-utilized by white females at 13%.

The above underutilization has not been specifically addressed; however, recruitment for these positions internally and externally is ongoing utilizing the State of Illinois web page, which advertises all open positions within Illinois state government agencies.

2. Identify any barriers in recruitment that might deter Asian Americans from applying for positions within IDJJ.

- a. EEO/AA Officer will continue to meet with other state agencies as well as organizations that have programs or resources in place to aid in identifying potential Asian male and female candidates. The agency is primarily comprised of correctional facilities; therefore the EEO/AA Officer has provided information to Asian organizations and individuals regarding the Juvenile Justice Specialist position.
- b. EEO/AA Officer will continue to attend monthly meetings with Asian American Employment Plan Commission to examine recruitment efforts and discuss alternatives to attract Asian Americans to the agency. It should be noted that recruiters have also participated in events/job fairs with Chinese American Service League and during Asian American Heritage Month. Recruiters have attended job fairs at in Southern and Central Illinois to attract candidates, such as Red Bud Career Center and Rend Lake Community College.
- c. EEO/AA Officer will continue to meet with other state agencies as well as organizations that have programs or resources in place to aid in identifying potential Asian male and female candidates.

3. To encourage Hispanic males to participate in training and/or apply for positions in Service/Maintenance and Skilled Craft Categories.

- a. Service Maintenance workers perform duties resulting in or contributing to the hygiene, safety and maintenance of property, facilities or grounds. Job titles in this category include, but are not limited to, food supervisor, laundry manager, maintenance worker, stationary fireman and sewage plant operator.

Skilled Craft workers are tradesmen positions which require specific knowledge and skill set. Positions in this category include, but are not limited to, carpenter, plumber, electrician, barber and steamfitter.

- b. The EEO/AA Officer is working with Human Resources personnel to establish a procedure for bilingual testing on employees at juvenile and aftercare facilities to increase the number of bilingual staff in accordance with the 5 ILCS 382/3-15 State Services Assurance Act for 2008. Through bilingual testing, not only will this improve number of employees that can provide services to the youth population; but also gives the employee the options to apply for positions with a bilingual option. Moreover, the Agency Personnel office post positions on the Illinois Department of Central Management Services (CMS) website for all state employees. Each facility, office and/or unit within IDJJ will also post vacancies at their perspective location for employees to have opportunities to promote.
- c. Recruiters attend annual employment conferences, for instance, the Illinois Association of Hispanic State Employees and Illinois Legislative Latino Caucus Foundation to recruit potential candidates. Recruiters have also attended job fairs hosted by at National Latino Education Institute, Rock Island Military Arsenal, Northwestern College and Jesse Brown Veterans Affairs Medical Center. The EEO/AA Officer continues to work with faith-based organizations (St. Paul Church) to offer career-readiness, pre-apprenticeship training program for minorities and women in order to assist in eligibility for tradesmen job titles.

4. To target females to apply for vacancies in the Service Maintenance Job Category and participate in training and or educational opportunities for positions in the Professional category.

- a. The EEO/AA Officer is taking steps to attract female staff enhance its outreach efforts by formalizing a list of female entities to disseminate recruitment information.
- b. The EEO/AA Officer will review the screening/testing process to assess the number of females invited to screen/test for a security positions (Professional job category) and their respective pass/fail rate.
- c. With the assistance of the EEO/AA Officer, IDJJ has improved its recruitment efforts by attending job fairs and information sessions to recruit potential candidates. Recruiters conduct on-site interviews through outreach workshops with Cook County Workforce partnership, Local Workforce Investment Act 7 (LWIA 7) and work with the minority Employment Plan Commissions (African American, Asian and Hispanic) in planning outreach events to get the information on our Outreach Workshops to their communities.
- d. The EEO/AA Officer will work with Illinois Department of Employment Security and Central Management Service to post openings on its websites. Through faith-based organizations and local unions, the EEO/AA Officer has recruited for Educators and Juvenile Youth and Family Specialist positions with the agency in the past few months.

Step 6: Internal Dissemination

Distribute a hard copy of the EEOP Utilization Report to Executive Staff, Administrators and Public Safety Shared Services Division.

A copy of the EEOP Utilization Report will be placed in the master file of the Grants Division.

Post a copy of the EEOP Utilization Report on bulletin boards of the Human Resources Representatives at each facility, division or unit.

Within 30 days of receiving the U.S. Justice Departments approval of the agencies EEOP Utilization Report, the EEO/AA Officer will notify staff via email that a copy of the EEOP Utilization Report is accessible on the agencies internal website.

The Office of Affirmative Action will send an electronic memorandum to employees stating that a copy of the EEOP Utilization Report is available upon request from its office.

Step 7: External Dissemination

Applicants, vendors and contractors will be notified that the agency has developed an EEOP Utilization Report available upon request during Pre-Service Orientation Training and Annual Cycle Training.

Post a copy of the EEOP Utilization Report on the agencies web page that is accessible to employees and the public. Electronically file a copy of the EEOP Utilization Report on the State of Illinois Librarys file deposit system.

Utilization Analysis Chart
Relevant Labor Market: Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	17/35%	1/2%	6/12%	1/2%	0/0%	0/0%	0/0%	0/0%	14/29%	1/2%	9/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	381,580/49%	28,075/4%	24,260/3%	350/0%	24,385/3%	175/0%	2,135/0%	1,345/0%	233,950/30%	22,435/3%	35,780/5%	405/0%	14,620/2%	120/0%	1,710/0%	905/0%
Utilization #/%	-15%	-2%	9%	2%	-3%	-0%	-0%	-0%	-2%	-1%	14%	-0%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	222/30%	35/5%	156/21%	0/0%	3/0%	0/0%	0/0%	0/0%	154/21%	20/3%	149/20%	3/0%	2/0%	1/0%	0/0%	0/0%
CLS #/%	377,965/34%	27,380/2%	33,490/3%	375/0%	53,570/5%	115/0%	3,260/0%	1,850/0%	470,225/42%	34,110/3%	66,530/6%	485/0%	47,055/4%	125/0%	4,365/0%	1,700/0%
Utilization #/%	-4%	2%	18%	-0%	-4%	-0%	-0%	-0%	-21%	-0%	14%	0%	-4%	0%	-0%	-0%
Technicians																
Workforce #/%	5/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/50%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	46,455/30%	5,570/4%	5,480/4%	95/0%	8,055/5%	0/0%	360/0%	310/0%	60,710/40%	5,400/4%	12,695/8%	120/0%	7,245/5%	15/0%	680/0%	310/0%
Utilization #/%	5%	-4%	-4%	-0%	-5%	0%	-0%	-0%	10%	4%	-1%	-0%	-5%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	63,935/55%	8,880/8%	18,660/16%	180/0%	1,440/1%	10/0%	845/1%	155/0%	10,345/9%	1,850/2%	9,100/8%	55/0%	220/0%	0/0%	135/0%	65/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	3,845/33%	540/5%	505/4%	55/0%	65/1%	0/0%	100/1%	20/0%	4,500/38%	410/3%	1,545/13%	4/0%	105/1%	0/0%	109/1%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	5/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/58%	2/6%	7/21%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	413,770/26%	72,885/5%	59,265/4%	515/0%	28,895/2%	60/0%	3,860/0%	2,055/0%	718,820/45%	117,645/7%	137,910/9%	1,090/0%	32,730/2%	330/0%	6,475/0%	2,940/0%
Utilization #/%	-11%	-5%	-4%	-0%	-2%	-0%	-0%	-0%	13%	-1%	13%	-0%	-2%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	22/85%	2/8%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	335,985/70%	75,640/16%	25,710/5%	470/0%	7,080/1%	85/0%	2,275/0%	890/0%	16,565/3%	5,765/1%	4,005/1%	110/0%	1,820/0%	0/0%	195/0%	105/0%
Utilization #/%	14%	-8%	-2%	-0%	2%	-0%	-0%	-0%	-3%	-1%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	15/37%	5/12%	6/15%	0/0%	0/0%	0/0%	0/0%	0/0%	5/12%	0/0%	10/24%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	534,715/32%	276,190/17%	116,285/7%	1,140/0%	28,705/2%	235/0%	5,565/0%	3,030/0%	398,000/24%	145,230/9%	104,695/6%	730/0%	28,005/2%	200/0%	5,215/0%	2,400/0%
Utilization #/%	4%	-5%	8%	-0%	-2%	-0%	-0%	-0%	-12%	-9%	18%	-0%	-2%	-0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Professionals	✓				✓				✓				✓			

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: James M Crowley

EEO/AA Officer

02-23-2018

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