

**2019 State Hispanic
Employment Plan Survey**

Agency: Office of the Illinois Attorney General

Name of Individual Completing Survey: Christina Huddleston

Individual's Working Title: Director of Human Resources

Individual's Phone Number: (217) 785-3844

Individual's Mailing Address: 500 South Second, Springfield, IL 62706

Individual's Email Address: chuddleston@atg.state.il.us

1. As of June 30, 2019, provide the number of Hispanics employed within each of the following EEOC categories:

___4___ Officials and Managers

___19___ Professionals

___1___ Technicians

___0___ Protective Service Workers

___15___ Para-Professionals

___30___ Administrative Support

___0___ Skilled Craft Workers

___0___ Service-Maintenance

2. As of June 30, 2019, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

___0___ Officials and Managers

___1___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___8___ Para-Professionals

___34___ Administrative Support

___0___ Skilled Craft Workers

___0___ Service-Maintenance

3. As of June 30, 2019, provide the number of funded positions within each of the following EEOC categories:

___159___ Officials and Managers

___310___ Professionals

___12___ Technicians

___17___ Protective Service Workers

___91___ Para-Professionals

___147___ Office and Clerical

___4___ Skilled Craft Workers

___2___ Service-Maintenance

4. As of June 30, 2019, provide total number of agency employees on board; include full-time, part-time and LOA's:

742

5. As of June 30, 2019, provide the underutilization for Hispanics by category:

___4___ Officials and Managers

___0___ Professionals

___0___ Technicians

___0___ Protective Service Workers

___0___ Para-Professionals

___0___ Administrative Support

___0___ Skilled Craft Workers

___0___ Service-Maintenance

6. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 19 budget allocation for each of these programs:

While there are no specific budget allocations for Hispanic Employment Programs, the OAG actively recruits Hispanics for positions to ensure that whenever possible qualified minorities, including Hispanics, are hired in an effort to address agency underutilization of protected classes.

The OAG has established a Bilingual program. The allocation for this program is included in our annual budget request.

7. Provide FY19 budget allocation for above Hispanic Employment Program(s) and Bilingual (Spanish-speaking option) program(s):

Bilingual employees receive a \$108/month stipend. At the end of FY 19 the OAG had 43 bilingual employees receiving the stipend.

8. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The EEO/AA Officer, the Deputy Chief of Staff, the Director of Human Resources and the Director of Attorney Recruitment, Professional Development & Diversity monitor and review hiring to ensure that whenever possible qualified minorities, including Hispanics, are hired in an effort to address agency underutilization of protected classes.

9. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a) Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

The OAG posts all positions on the Office intranet, Internet and with various educational institutions, in an effort to attract qualified minorities, including Hispanic candidates. Further, we provide various minority organizations with copies of our vacancy postings in an effort to recruit qualified minorities to our workforce. The Office sent all Hispanic employees interested in attending to the Illinois Association of Hispanic State Employees 2019 Conference held in Chicago, IL.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

A written test has been developed for assessing skills of Spanish speaking candidates.

- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The OAG periodically assesses the need for bi-lingual services throughout the Office by surveying departments as to their bi-lingual needs. The OAG has a dedicated statewide Spanish hotline staffed exclusively by Spanish speaking employees. The number of Hotline calls are monitored to determine if additional staff are needed to provide assistance to Spanish speaking constituents throughout Illinois.

- d) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic employees:

Employees of the OAG are encouraged to attend trainings of all types to enhance their skills. Additionally, the Office sent all Hispanic employees interested in attending to the Illinois Association of Hispanic State Employees 2019 Conference held in Chicago, IL.

- e) Recommendations provided by DHR, CMS or the Auditor General:

N/A

10. Provide results of your agency's studies and monitoring success concerning the number of Hispanics and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

For FY19 the OAG employed 69 Hispanic employees: 4 Officials/Managers, 19 Professionals, 1 Technician, 15 Para-Professionals, and 30 Administrative Support.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

For FY19 the OAG increased by 1 Hispanic Official/Manager. The OAG decreased by 1 Hispanic Professional.

11. Please provide any suggestions/recommendations for increasing the number of Hispanics and Spanish-speaking bilinguals employed by your agency.

Continue to address underutilization by maintaining relationships with various Hispanic organizations and provide them with copies of job postings. We will continue to survey management periodically in order to assess the bi-lingual needs of the OAG. The Spanish hotline will continue to be monitored to determine if additional staff are needed to provide assistance to Spanish speaking constituents.